

Nur Mardhiah binti Roslee
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[**chibz252@gmail.com**](mailto:chibz252@gmail.com)



Career Objective : Seeking a full time position as **Accounts/Finance Executive** to fulfill any requirement needed by an organization/company in order to apply knowledge and enhance experience in accounting field.

Educational Background

Qualification/Institution : Diploma in Accountancy/UiTM
Graduation Year/CGPA : 2008/2.74
Related Course Taken : Financial Accounting, Computerized Accounting, Economics,
Cost Accounting, Financial Management, Taxation, Investment,
Partnership & Company Law, Auditing, E-Commerce

Employment History

MYMYDIN SDN BHD (Sept'16 – Mar'17)

Retail Associate

- Main duty as Cashier

FAJARBARU BUILDER SDN BHD (Jan'16 – Apr'16)

Junior Accounts Executive

- Monitor & update daily cash book, manage fund transfer
- Arrange payment process to supplier & sub-contractor
- Prepare bank reconcile, key in AP transaction

MEXTER TECHNOLOGY BHD (Dec'11 – Dec'15)

Accounts Executive

- Prepare weekly payment & cheque issuance, generate sales invoice, ageing reports
- Key in daily transaction into accounting system
- Manage & ensure proper filing & records
- Prepare monthly bank reconciliation & management reports
- Assist in handling tax/audit queries
- Admin task

AIR ASIA BHD (Aug'10 – Aug'11)

Guest Service Assistant

- Dealing with passenger enquiries about flight departures and arrivals
- Checking passengers in giving seat numbers providing boarding passes and luggage labels
- Ensure the passenger meet the travelling requirements, eg : VISA, passport validity during check in process
- taking care of people with special needs and assist passenger in solving any related matter

LATEXX MANUFACTURING SDN BHD (Aug'08 – Aug'10)***FG Warehouse***

- Prepare daily up to monthly stock and shipment report
- Follow up daily shipment and ensure related docs is well prepared and ready before shipment out

Accounts Clerk

- Matching DO & Invoice, key in AP transaction into accounting system
- Prepare debit note & credit note when necessary
- Perform daily book keeping and other related task as conducted by supervisor

Freelance Job (Mar'15 – Mar'16)

Job Description : Manage book keeping as well as accounting records and prepare annual report for **LAMAN BAYU ASSOCIATION**

Wages : RM 20/hour

Additional Info

Personal Detail	Characteristics	Skills / Knowledge
DOB : 25 Feb 1986	Hardworking and Helpful	Microsoft Office (excel, words, powerpoint)
Marital Status : Single	Discipline and Punctual	Accounting Software (Accpac, OBM, MYOB)
Weight / Height : 65kg/152cm	Pleasant personality	Basic knowledge of IT skills / computer system
Driving License : D	Independent and Self-Motivate	

Related Course Attend :-

- ~ Practical Accounting Principles & Practices (18 & 19 June 2012)
- ~ BDO Tax Seminar 2014 – Moving Ahead Regionally (7 Oct 2013)
- ~ Mastering Accounting & Financial Statement (9 & 10 July 2014)
- ~ Goods & Services Tax – GST (18 Dec 2014)

Job Preferences

Expected Salary : RM 2800 (negotiable)

Posses Own Transport : Yes

Availability : Immediately / One week

References

Miss WL Tay – Assistant Manager, Accounts

Mexter Technology Bhd

L-05-01, No 2, Jln Solaris, Solaris MontKiara, KL

0123095338

Mr Charles Tan – Finance Director

Fajarbaru Builder Sdn Bhd

No 61 & 63, Jln SS6/12, Kelana Jaya, PJ Selangor

0125233430

