

# **ABDUL HAKIM BIN ABD RAZAK**

013-4288581 / 019-4453634 hakimrazak91@gmail.com

A very cooperative person and dedicated on the assignment given. Always be ready to contribute towards the organization.

## **Contact Info**

Address (Home) : Lot 2006, Batu 18, Jln. Kodiang, 06000 Jitra, Kedah.

Objective : To seek a suitable position in accounting profession where I am

able to contribute my skills, knowledge and experiences to meet

the organization vision and mission.

## **Personal Particulars**

Date of Birth : 12 DECEMBER 1991

Races : MALAY Religion : ISLAM

Nationality : MALAYSIAN

Gender : MALE
Marital Status : SINGLE

# **Educational Background**

2015 - Present : Association of Chartered Certified Accountant

**INTEC Education College** 

85% Completion (12 Papers out of 14)

2012 – 2015 : Bachelor of Accountancy (Hons)

Universiti Teknologi MARA (UiTM), Kampus Bandaraya Melaka

CGPA: 3.18/4.00

2009 – 2012 : Diploma in Accounting Information System

Universiti Teknologi MARA (UiTM), Kampus Arau, Perlis

CGPA: 3.28/4.00

## Experience

2015 (6 months)	UMG Corporate Consultants (Internship)
	❖ Statutory audit
	Handling the audit working paper and prepare the
	audit report
	Involving in audit field work
	<ul> <li>Responsible for maintaining client's account using</li> </ul>
	UBS Accounting software

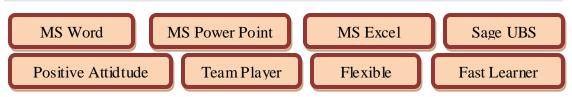
## **Extra-Curricular Activities**

1. Activity: Reserve Army
Position: 2<sup>nd</sup> Lieutenant
Year: 2012 until now
Position: Participant
Year: 2015

2. Activity: Financial Intelligence sharing
session
Position: Participant
Year: 2016

4. Activity: GST Talk
Position: Participant
Year: 2015

#### **Skills and Other Information**



## (Language Proficiency: 0=Poor - 10=Excellent)

Bahasa Malaysia Spoken: 10 Written: 10 English
Spoken: 7
Written: 8

# **Contact Info**

## Afidah Binti Sapari

Relationship : University's Lecturer

Position : Lecturer / Class Coordinator

Address : Universiti Teknologi MARA (UiTM), Kampus Lendu,

KM26 Jalan Lendu, 78000 Alor Gajah, Melaka.

Tel : (Phone) 012 - 6353638

# Mejar Mazalan Bin Abd Rahman

Relationship : Senior Officer

Position : Officer Commanding, Battalion 2

Address : Rejimen 514 Askar Wataniah, Kem Bukit Beruang, 75450 Melaka.

Tel : (Office) 06 – 2332131 (Phone) 019 – 5000575

# Natrah Binti Mohamed Salji

Relationship : Supervior

Position : Senior Audit Executive

Address : No.8, Jalan TU 42, Taman Tasik Utama, 75450 Ayer Keroh, Melaka.

Tel : (Office) 06 - 232 9003/9004 (Phone) 012 - 3624408