

# CURRICULUM VITAE

## NUR SYAHIRAH BINTI MOHAMAD SHARIP

NO. 196, LORONG 11,  
TAMAN BALOK MAJU,  
26100 KUANTAN PAHANG

**Mobile** : 017-9245983

**Email** : [eirahsyahirah5@gmail.com](mailto:eirahsyahirah5@gmail.com)



## EDUCATION

**Institute** : Jul 2013 to Oct 2015  
University Islamic College Pahang Sultan  
Ahmad Shah  
DIPLOMA IN ACCOUNTANCY

**School** : Jan 2010 to Dec 2011  
Sekolah Menengah Kebangsaan Pelabuhan  
SPM

**School** : Jan 2007 to Dec 2009  
Sekolah Menengah Kebangsaan Pelabuhan  
PMR

## REFERENCE

- Norushaila binti Ali**  
Restaurant Manager.  
Warong Bayroute.  
Kampung Baru Bukit Beirut,  
Jalan Bukit Setongkol,  
26060 Kuantan, Pahang.  
Tel: 012-9465397

## PERSONAL DETAILS

**I/C** : 940827-06-5188  
**Date of Birth** : 27 August 1994  
**Age** : 24 years  
**Gender** : Female  
**Marital Status** : Single  
**Race** : Malay  
**Religion** : Islam  
**Nationality** : Malaysia  
**License** : B2 And D

## SKILLS

Fast learner, Kind, Ready to work hard, good communication with other, team work.

## LANGUAGE

Bahasa Melayu – Advance  
English – Advance

## COMPUTER

Microsoft Office  
Internet  
UBS Accounting Software  
Quickbooks Premier  
MYOB Premier

## **EXPERIENCE**

Apr 2017 to Jan 2018

### **Account Clerk**

Saudagar Legasi Sdn. Bhd.

- To ensure all account and finance is already prepared accordingly.
- To ensure account is balanced when audit started.
- Made analysis report for marketing and sales improvement.
- Training for management and corporate software in team effort to produce streamlined production of policy manuals.
- Make a bank reconciliation.
- Key in account data in software system.
- Make a necessary organization task.

Aug 2016 to Mar 2017

### **Cashier**

Warong Bayroute

Nov 2015 to Mar 2016

### **Practical Training**

Amiera Ghazzaly & Associates

- Key in account data in software system.
- Make expenses and sales analysis.
- Provide a bank reconciliation adjustment.