



NUR AINUN MARDHIAH BINTI YAHAYA

No.123 Felda Dahlia Jengka 3
26400 Bandar Tun Abdul Razak Jengka
Pahang Darul Makmur
Tel: 014-5049112 / 011-39190551
E-mail: ainunmardhiah13@yahoo.com

CAREER OBJECTIVE

- To work in association with professional groups who offer me the opportunities for career advancement and professional growth.

EDUCATIONAL BACKGROUND

2015 – Present

Universiti Teknologi MARA (UiTM) Terengganu
Bachelor of Business Administration (Hons.) Finance

2011 – 2014

Universiti Teknologi MARA (UiTM) Pahang
Diploma in Business Studies

2008 – 2010

Sekolah Menengah Kebangsaan (LKTP) Jengka 2
Sijil Pelajaran Malaysia (SPM)

WORKING EXPERIENCE

December 2016 – Present

Assistants Account, Bukit Gambang Resort City

- Handle daily reporting and analysis.
- Handle day to day finance and accounting functions.
- Assists account executive and assistants finance manager.
- Prepared and perform daily and weekly revenue variance analysis.
- Prepared and perform monthly internal clearing and voucher clearing.
- Ensuring all payments amounts & records are accurate.

August 2016 – November 2016

Assistants Income Audit (Internship), Bukit Gambang Resort City

- Prepared and perform daily revenue variance analysis.
- Check daily cash and credit card collection.
- Check credit card settlement total tally with the system.
- Prepared and perform cash collection report.
- Separate coffee house invoice and Online Travel Agent (OTA).
- Check daily void invoice and BDI.
- Do list for incomplete document received.
- Get voucher and OTA from Front Office (FO) and check it.

SOFTWARE SKILLS**Computer literacy:**

- Microsoft Office (Word, Excel, Power point)
- E-views (Econometrical Statistics Evaluation Software)
- STATA (Statistics/Data Analysis)
- E-hors (Electronic Hotel Operations & Reservation system)
- SAGE UBS Accounting (GST)

SPECIAL SKILLS

Language Skills	Skills
<ul style="list-style-type: none">○ English language○ Malays language	<ul style="list-style-type: none">○ Presentation Skills○ Report Writing

JOB PREFERENCES

Driving License : D
Willing to travel / relocate : YES
Availability : **IMMEDIATELY**

REFERENCE**Tiong Lee Guo Shen**

Assistants Finance Manager
Bukit Gambang Resort City
26300 Gambang
Pahang Darul Makmur
Tel: 016-936 3536
E-mail: tionglgs@bgrc.com.my

Nurul Syuhada Binti Baharuddin

Academic Advisor (PA)
Universiti Teknologi MARA (UiTM) Terengganu
Tel: 019-6699129
E-mail: syuhada.baj@gmail.com