



ABDUL HAKIM BIN ABD RAZAK

ACCA's Affiliate

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

PERSONAL DETAILS

- 12 December 1991
- Single
- Male
- 911212-02-5371

CONTACT

- +60 134288581
- hakimrazak91@gmail.com
- Jitra, Kedah
- www.linkedin.com/in/hakimrazak-269a0052

SKILLS

- MS Word, Excel, Power Point
- SAGE UBS Accounting
- Team-player
- Positive Attitude
- Flexible
- Fast-Learner



CAREER OBJECTIVE

Aspire to work in accounting or finance related field. Looking forward to any tasks that requires high analytical and thinking skills which will utilise all my knowledge and experience.



PROFESSIONAL EXPERIENCE

- CURRENT** AUDIT ASSOCIATE
Norhashimah & Partners, Kedah
Dealing with auditing the client's financial statement, assist in maintaining client's account, and some of the tax computation.
- 2014-2015** AUDIT ASSISTANT (TRAINEE)
UMG Corporate Consultants Sdn. Bhd., Melaka
Assist in auditing client's financial statement starting from statutory audit until the completion on audit report.



EDUCATION

- 2015-2017** ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (UK)
INTEC Education Centre, Selangor
- 2012-2015** BACHELOR OF ACCOUNTANCY (HONS)
University Technology Mara (UiTM), Melaka
- 2012-2015** DIPLOMA IN ACCOUNTING INFORMATION SYSTEM
University Technology Mara (UiTM), Perlis



OTHER ACTIVITIES

- 2012-2017** RESERVE ARMY (WATANIAH)
2nd Lieutenant, Being a platoon commander
- 2017** PARTICIPATE IN SOFT SKILLS TRAINING
Critical thinking, problems solving and self-leadership



REFERENCES

- NATRAH BINTI MOHAMED SALJI**
Senior Audit Exec, UMG Corp. Consultants
+60 123624408
tnms0403@yahoo.com
- ISMAIL SALLEH**
Educator, SMK Jitra
+60 194501004
ismail.salleh@icloud.com