


<b>MOHAMMAD RAMZIE BIN MOHAMAD NASIR</b> DIPLOMA IN ACCOUNTANCY		
<b>Mailing Address</b> No. 951 Jalan Seri Bayu 19, Taman Seri Bayu Sg. lalang 08000, Sg. Petani Kedah.	<b>Contact Detail</b> Mobile: 014-7046413 017-3801428 Email : <a href="mailto:mohammadramzie@gmail.com">mohammadramzie@gmail.com</a>	
<b>Objective</b> To work with a dynamic organization in order to seek challenges, utilize and gather my experiences and at the same time contribute to nation development. <b>Expected Salary</b> : 1,100 – 1,300		
<b>PERSONAL PARTICULAR</b>		
<b>NRIC</b> :950214-05-5293 <b>AGE</b> :21 <b>MARITAL STATUS</b> : Single <b>PLACE OF BIRTH</b> : 14 February 1995	<b>GENDER</b> : Male <b>RACE</b> : Malay <b>LANGUAGE</b> : Malay, English <b>NATIONALITY</b> : Malaysian	
<b>EDUCATIONAL BACKGROUND</b>		
2013-2016	<b>KOLEJ POLY-TECH MARA, ALOR SETAR</b>	CGPA : 3.51
2012 2008-2010	<b>SMK GURUN, KEDAH</b> <b>SMK METHODIST (ACS) SEREMBAN,</b> <b>NEGERI SEMBILAN</b>	SPM : Pass PMR : Pass
<b>WORKING EXPERIENCES</b>		
2012	<b>HOTEL SERI JERAI, Gurun, Kedah.</b> Part time job after Finishing SPM, as a waiter/kitchen boy. <ul style="list-style-type: none"> <li>• Serve customer with best smile and greetings to welcome guest.</li> <li>• Maintain the dining area in clean and comfortable for guest in the restaurant.</li> <li>• Maintain the quality of food and drinks in comfortable places for customer convenience.</li> </ul>	
JAN- APRIL 2016	<b>EUPE GOLF RECREATION &amp; TOUR SDN BHD, Sg. Petani, Kedah</b> Assis in Account Department (INTERNSHIP) <ul style="list-style-type: none"> <li>• Visit all departments for auditing the store management.</li> <li>• Perform administrative functions such as stock adjustment report, sale report and inventory report.</li> <li>• Double checking the tax invoice from supplier every month to make a payment.</li> <li>• Assist supervisor to make a summary daily payment and compiled list in Microsoft Excel or Microsoft Word for monthly record.</li> <li>• Print the cheque for payment transection.</li> <li>• Make sure the Tax invoice, Purchase order, Delivery order are match with statement of accounts received from supplier before making a payment.</li> <li>• Double checked amount payable before making a payment.</li> <li>• Communicate with supplier to have the statement of accounts and Invoices.</li> <li>• Key in invoice from supplier using system by ' S.A.P One Business'.</li> <li>• Separate and record the bill of transection according to outlet.</li> <li>• Checking every customers room revenues with the city ledger.</li> </ul>	

JUNE 2016	<b>RADIX HALLMART (HPA COMPANY)</b> <ul style="list-style-type: none"> <li>• The position as an <b>Assistance Administrative</b>.</li> <li>• Check the stock list by using the system.</li> <li>• Handle the consignment product.</li> </ul>
APRIL 2017	<b>ARTIEYSHAH EMPIRE SDN BHD</b> <ul style="list-style-type: none"> <li>• The position as an <b>Assistance Account Clerk</b>.</li> <li>• Control debt payment and sales record.</li> <li>• Checker the staff's salaries record.</li> <li>• Checker the bank's transfer payment.</li> </ul>

#### PERSONAL SKILL

- Able to speak and write well in Malay and English.
- Can work overtime and highly in discipline.
- Good interpersonal and communication skills.
- Able to work under pressure, independently or in a team.
- Approachable, flexible and able to adapt easily with new environment.
- Willing to learn, to be corrected and able to follow introductions from superiors.
- Capable in handling Microsoft Words ,Microsoft Excel ,Microsoft PowerPoint.

#### EXTRACURRICULAR ACTIVITIES

YEAR	ACTIVITIES
2008	Participant of <b>Kem Pengakap Muda (Teen Wolf)</b> organized by SMK Methodist (ACS) Seremban, Negeri Sembilan.
2009	Participant of <b>Program Pengawas Sekolah</b> organized by SMK Methodist (ACS) Seremban, Negeri Sembilan.
2010	Participant of <b>Comics Making Competition</b>
2011	Participant of <b>Seminar Smart RC dan pelajar Reka Cipta</b> organized by Jabatan Pelajaran Negeri Kedah Darul Aman.
2011	Participant of <b>Kursus Tatacara Pengurusan Mensyuarat dan Minit (Sekolah)</b> organized by SMK Gurun.
2012	Participant of <b>Kem Kecemerlangan Pendidikan Islam SPM (Qiamulail)</b> organized by SMK Gurun.
2012	Participant of <b>Kursus Keterampilan Kepimpinan Unit-unit Kokurikulum SMK GURUN</b> , organized by UITM kedah.

2012	Participant of <b>Program Motivasi kecemerlangan SPM</b> ,organized by (Club Peers) UITM Kedah.
2013	Participant of <b>Kem Pengakap Kelana Daerah Kuala Muda</b> ,(as the Fasilitator) organized by Persatuan Pengakap Kedah.
2014	Participant to create event of ' <b>Launching Product</b> ' for <b>Interactive English</b> , KPTM Alor Setar.
2014	Participant to build Business Plan of ' <b>Launching Product</b> ' for <b>Entrepreneurship</b> , KPTM Alor Setar.
2014	Participant to join ' <b>Jom Masuk KPTM Alor Setar</b> ' at SMK Agama Sik, kedah, organized by KPTM Alor Setar.
2015	Mentor mentee national level 2015.

#### REFERENCE

The following persons have agreed to provide any additional information regarding my qualifications:

NOOR ROHIN BINTI AWALLUDIN  
Lecturer in Accountancy  
Kolej Poly-Tech Mara, Alor Setar  
Tingkat 1,  
Kompleks Perniagaan Mara Mergong  
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MRS. YIP SIEW HUNG  
Assistant Account Manager  
EUPE GOLF RECREATION & TOUR SDN BHD,  
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