

SYAZWANI BINTI MOHD ZUKHI



CONTACT INFO

Permanent Address : No. 404 Paya Keladi Masjid,
13200 Kepala Batas,
Pulau Pinang.
Mobile No. : 013-5136009
Home No. : 04-574 1936
Email : syazwanimz95@gmail.com

PERSONAL PARTICULARS

Age : 22
Nationality : Malaysia
Religion : Islam
Marital Status : Single
Gender : Female
Date of birth : 28-August -1995
IC Number : 950828-02-5240
Possess License : Yes (B2, D)

EDUCATIONAL BACKGROUNDS

Education : Diploma in Accountancy
Major : Accounting
Institute/University : Politeknik Tuanku Syed Sirajuddin, Perlis
Duration : 3 years
CGPA : 2.95

Secondary School

Sekolah Menengah Kebangsaan Syed Saffi
SPM : 4A, 1B, 2C, 3D

Sekolah Menengah Kebangsaan Syed Saffi
PMR : 4A, 4B

WORKING EXPERIENCE

Company Name : Bank Rakyat cawangan Kepala Batas
 Position Level : Temporary Clerk
 Date Work : 07 November 2016 – 21 August 2017
 Duration : 9 Months (End of Contract)
 Scope of Work : Processes of Personal Financing and Home Financing, Documentation works, E-Stamps with LHDN system, Relief Teller at counter, Customer Services and Daily Report in bank.

Company Name : Safeguard G4S Sdn Bhd, Perai
 Position Level : Cashier
 Date Work : 15 June 2016 – 31 July 2016

INTERNSHIP EXPERIENCE

Diploma

Company Name : SMC Kangar Management Sdn. Bhd.
 Position Level : Trainee
 Job Description : Accounting System and Auditing
 Date : 1 Disember 2014 – April 2015
 Duration : 5 Months

ACCOUNTING SUBJECTS TAKEN

Semester	Subject
1	Pendidikan Islam 1, Communicative English 1, Co-curriculum 1, Computer application, Fundamentals of accounting, AKPK's personal financial management, Statistics, Microeconomics.
2	Pengurusan dalam Islam, Co-curriculum 2, Occupational safety and health 1, Financial accounting 1, Macroeconomics, Business mathematics, Business Management, Commercial law.
3	Tamadun Islam, Communicative English 2, Soft skills, Financial accounting 2, Cost accounting, Computerized accounting system, Company law.
4	Industrial training
5	Communicative English 3, Financial accounting 3, Malaysian taxation 1, Fundamentals of auditing, Management accounting, Entrepreneurship.
6	Financial Accounting 4, Malaysian taxation 2, Auditing and assurance, Business finance, Business research.

ADDITIONAL SKILLS

Computer Skills : Computerized accounting system (UBS), Microsoft Office, Microsoft Excel, Microsoft Work.
Language Skills : English, Malay

PERSONAL STRENGTHS

- Very optimistic, ambitious and diligent, a fast learner, creative and able to work independently and under pressure.
- Easily interact with other people with various background and level, believe strongly in team work.
- Always ready to accept constructive comment and advice, ready to learn new things.

REWARD, ACHIEVEMENT AND ACTIVITIES

1. Participated in the Malaysia book of records “Larian Serentak 1 Murid 1 Sukan 1 Malaysia 2011” organized by Kementerian Pelajaran Malaysia
2. Participated in the Malaysia book of records “Persembahan Gema Cahaya” organized by Kementerian Pelajaran Malaysia
3. Participated in “Rayathon” organised by Commercial Department, Politeknik Tuanku Syed Sirajuddin
4. Participated in “Sukan Perdagangan (SUPERD)” organized by Commercial Department, Politeknik Tuanku Syed Sirajuddin
5. Involved in a Sport of Department organized by Politeknik Tuanku Syed Sirajuddin

REFERENCES

1) **Encik Jeffri Bin Zolkafli**

Ketua Unit Pentadbiran Pembiayaan
Bank Rakyat cawangan Kepala Batas
Relation: Head of Unit
Tel No: 012-2777637
Email: zjeffri@bankrakyat.com.my

2) **Puan Suhana Binti Mansor**

Kerani
Bank Rakyat cawangan Kepala Batas
Relation: Coworker
Tel No: 018-3225732