

RESUME

Objectives:

To obtain a position in the company that will allow me to apply my education background and skill while contribute to the organization's development.



PERSONAL PARTICULARS

Name	: Siti Hajar Aisyah Binti Mohammed Hizam	Age	: 25 Years Old
Address	: Pt 353 Taman Desa Peringat, 16400 Kota Bharu, Kelantan	Date of Birth	: 14 January 1992
Phone no.	: 013-3785484	Nationality	: Malaysian
Email	: hajaraisyah_hizam@yahoo.com.my	Race	: Malay
		Religion	: Islam
		Marital Status	: Single
		Health Status	: Excellent

EDUCATION BACKGROUND

Education Level	: Bachelor in Accounting
Major	: Accounting
Name of Institution	: University of Technology Mara Machang, Kelantan
Current CGPA	: 2.56
Graduation Date	: February 2016

Education Level	: Diploma in Accounting
Major	: Accounting
Name of Institution	: University of Technology Mara Machang, Kelantan
Current CGPA	: 3.17
Graduation Date	: April 2013

Education Level	: Sijil Pelajaran Malaysia
Name of Institution	: MRSM Kuala Berang
Result	: 4A, 3B, 2C
Graduation Date	: 2009

CURRICULAR ACTIVITIES

- Participated in Members of Bachelor in Accountancy Sport's and Family Day
- Participated in Program Malaysia Institute of Accountants (MIA)
- Participated in UiTM Audit Trip Committee
- Participated in Badan Pertolongan Cemas Uitm
- Participated in Perkhemahan Perdana MRSM Kuala Berang
- Participated in Kejohanan Olahraga MRSM Se Malaysia Peringkat Kebangsaan

OTHERS MISCELLANEOUS

Languages

Language	Spoken	Written
Malay	Excellent	Excellent
English	Good	Good
Arabic	Basic	Basic

Strength

- Ability to work as a team
- Enjoy meeting people and learning new skills
- Responsible, self-motivated, ambitious and reliable
- Willing to learn and share knowledge

Technical Skills

- Microsoft Office (Word, Excel, Power Point)
- Accounting Software (MYOB)
- Accounting Software (UBS)
- Microsoft project

WORKING EXPERIENCE

Company : Zulkepli & Co. (Medan Tuanku, Kuala Lumpur branch)
Position : Junior Auditor
Task : Examines an entity's financial statement, form an audited report
Period : 2016 (April – December)
Tel : 03-26971900

Company : KB Tax Consultant & Management Services
Position : Internship
Task : Assignment with Accounting, Tax, and, Audit department
Period : 2015 (February – August)
Tel : 09-7443649

REFEREES

Puan Rosbi Binti Ishak
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Faculty of Accountancy
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Coordinator Assistant/Lecturer
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