



NUR HANIS BINTI MOHD HORNAIN

No.3, Persiaran Bertam 7, Penang Golf Resort, 13200 Kepala Batas, Penang.

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WORKING EXPERIENCES

- **Arif & Associates (August 2015 – January 2016)**
 - **Position : Practical Student**
 - a) Prepared full set of client's account for different type of business
 - b) Recalculated the payroll for client's staff salaries
- **Arif & Associates (October 2016 – Present)**
 - **Position : Assistant Accountant**
 - a) Prepared full set of client's account for different type of business
 - b) Calculated amount of GST that need to be report to the Royal Malaysian Customs

ACADEMIC QUALIFICATIONS

2013- 2016 :	Bachelor of Accountancy (Hons) UiTM Kedah
2010 -2013 :	Diploma In Accountancy UiTM Perlis

EXTRA-CURRICULAR ACTIVITIES

- 2015 : Committee member of Dinner and Awards Pre Graduate Dean
- 2013 : Member of BiACC Club
- 2010 : Member of PERSIDA Club

SKILLS

1) Computer Skills

- Advanced and operated skills in database systems including Microsoft Office e.g. Excel, Word and PowerPoint.
- Familiar with Windows, MYOB Software and Sage UBS Software.

2) Language Skills

- Able to write and speak in English and Malay

3) Interpersonal Skills

- Highly motivate, extrovert personality and hardworking.
- Willing to learn and take responsibility on the task given.
- Able to manage all financial and accounting functions
- Able to follow instructions and directions in order to complete the task given by the employer successfully.

REFERENCES

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| 1) Puan Hasfiza binti Hashim,
Manager,
Arif and Associates Sdn Bhd,
Kepala Batas,
Pulau Pinang.
Phone : 019-4334164
Email : hasfiza_hashim@yahoo.com.my | 2) Dr Khairul Anuar Bin Kamarudin,
Senior Lecturer of Accounting,
Bachelor of Accountancy (Hons),
Faculty of Accountancy
UiTM Kedah.
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