



NOR AMIRA BINTI AWAI

BACHELOR OF ACCOUNTANCY (HONS)

AN APPLICATION FOR FINANCE & ACCOUNT ASSISTANT

No. 136, Jalan Bunga Raya,
Felcra Nasaruddin,
32600, Bota,
Perak Darul Ridzuan.



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013-4848567

25 August 2017

Dear Sir,

I have recently graduated with a certificate of completion in accounting from Universiti Teknologi MARA (UiTM) Kampus Machang, Kelantan.

To fulfil my degree requirement I have taken 27 courses in accounting field. In addition, I have mastered computer skills and familiar with several software programmes such as Microsoft Windows, Microsoft Visio, Microsoft Project, and Microsoft Access. At the same time, I learn MYOB and UBS accounting system. I also learn Mandarin language during my academic years.

I underwent a six-month industrial training programme at Wan Nadzir & Co. During the training programme, I was able to apply my theoretical knowledge to a practical situation.

My involvement in extra-curricular at the university has strengthened my interpersonal skills, which gave me insight into how I can work with all kinds of people.

My positions as Secretary Representative Council College (JPK) Cempaka Sari at Universiti Teknologi MARA (UiTM) Seri Iskandar have enabled me to developed confidence and leadership qualities through my association. I believe I have the skills as well as good work ethics you are looking for.

Attached herewith are my resume and other relevant documents for your kind considerations. Please do not hesitate to call me for an interview at any time convenient to you. Thank You for considering my application.

Thank You

Yours faithfully,

Amira

(NOR AMIRA BT AWAI)