

NUR FATEEN SYAHADAH BINTI MOHD JAIFERI

'I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities'

017-277 9508

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No, 116, Lorong 4/1, Taman Wira,
08000 Sungai Petani,
Kedah.

Current Age: 24 Years Old

Place of Birth: Kuala Kubu Bharu, Selangor

Date of Birth: 2 March 1993

**Education**

<u>School/University</u>	<u>Level of education</u>	<u>Year</u>	<u>Achievement</u>
UiTM Selangor, Kampus Puncak Alam	Degree	2014-2017	CGPA: 3.06
UiTM Perlis, Kampus Arau	Diploma	2011-2014	CGPA: 3.54
SMK Kuala Kubu Bharu, Selanro	SPM	2010	6A's 3B's

Working Experiences

- Trainee at Finance Department of Park Avenue Hotel, Sungai Petani, Kedah.
(February 2016 – July 2016)
 - Posted various journal vouchers to the general ledger using Microsoft Dynamics System.
 - Generated tax invoice and balancing visa and master card figure for receivable account using Hotel Information System (Epitome).
 - Bank Reconciliation.
 - Prepare stock in and stock out of inventories using bin card.
 - Prepare, fax and file payment journal voucher to suppliers.
- Shop assistant at Aman Berjaya Stationeries, Sungai Petani, Kedah.
(May 2014– August 2014)
 - Cleaned the floor, stationeries and other things in the shop.
 - Helped customers search for the things they want.
 - Handled Photostat machine, fax machine and laminate machine.
 - Helped owner take order for rubber stamp.
- Food preparer at SMK Kuala Kubu Bharu's canteen

(January 2011-Mac 2011)

- Prepared for 'special' breakfast menu every morning.
- In charged to the drinks section during recess period.
- Take orders from teachers, staffs and others.
- Prepared for the orders especially drinks.
- Cleaned the drinks section.

Involvement

- As a participant at the Student's Management Accounting Conference, 2016. Held at UiTM Selangor, Kampus Puncak Alam.
- As a committee member at the Company Secretarial Industrial Talk, 2015. Held at UiTM Selangor, Kampus Puncak Alam.
- As a participant in 'Let's Go Green' Program, 2015. Held at Faculty of Accountancy, UiTM Selangor, Kampus Puncak Alam.

Additional skills

Skills	Grade/Level
UBS	Credit
MYOB	Beginner
Microsoft Office (Words, Excel, Powerpoint, Publisher, Project)	Intermediate
Microsoft Dynamics System.	Beginner

Languages

Language	Level
Bahasa Melayu	Native Speaker
English	Fluent

References

Name	Position	Contact Number/Email
Puan Nazrah Binti Ghazali	Finance Manager, Park Avenue Hotel	016-4455719
Puan Bedah Binti Ahmad	Lecturer, UiTM Selangor, Kampus Puncak Alam	bedah728@salam.uitm.edu.my