

ZAKIAH BINTI MAT AHKHIR

Bachelor of Accountancy (Hons)

To whom it may concerns.

Dear Sir / Madam,

Application for job position

I am writing to explore the possibility of employment in your company. I am a degree holder from Uitm Arau Perlis in Bachelor of Accountancy (Hons). Currently, I am looking for a position that had been advertised by your company which is **account officer**. I have 2 years working experience as Account Assistant at audit firm

With my experience and educational background, I'm confident that my qualifications and skills could make significant contributing to your company. I will be able to operate computer especially Microsoft Office, Microsoft Excel and MYOB accounting system. I'm also know about GST Account and GST Coding. Besides that, I am a person who can work independently or as a part of team.

Enclosed is my resume, which shows in detail my educational and experience. I really hope that my qualifications be of interest to you and that the interview may be arranged.

Thank you for your consideration, I look forward to hear from you soon.

Sincerely,

Zakiah

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Zakiah Bt Mat Ahkhir

Email : **zakiahmatahkhir@yahoo.com.my**

H/P No. : 011-40728500

ZAKIAH BINTI MAT AHKHIR

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Career Objective: To work in a company that given me an opportunity to enhance my skills and knowledge which is useful for me and my organization

Education and qualification:

Jan 2011 – Jan 2014 Bachelor of Accounting, Universiti Teknologi Mara, Arau, Perlis (Current CGPA:3.11)

July 2007-Jun 2010 Diploma accountancy, Politeknik Seberang Perai (CGPA 3.72)

Jan 2005-Dec 2006 SPM, Sekolah Menengah Teknik Butterworth, Pulau Pinang

Working Experiences:

Jan 2015 – Current Arif & Associates, Kepala Batas (Account Assistant)

- Prepare a full set of account Using MYOB system
 - Doing reconciliation bank
 - Prepare ageing for purchase and sales
 - Record transaction using general ledger
 - Prepare schedule of asset and hire purchase

April 2014 – Mei 2014 Imavathi & Co (Account Clerk)

- Prepare company transaction daily using Tally Accounting software
- Handle petty cash, claims from staff and lawyer
- Prepare cheque for company activities

Feb 2013 – July 2013 Arif & Associates, Kepala Batas (Practical Training)

- Prepare accounts for selected company using MYOB
- Prepare Audit Report for Dormant Company
- Fill Taxation Form

Jan 2009-July 2009 Pertubuhan Peladang Kawasan Penaga (Practical Training)

- Responsible in Office fitting and documentation
- Data Processing and programming using SBKP System (Sistem Baja Padi Kerajaan Persekutuan)

Extra Curricular Activities:

Universiti Teknologi Mara

- Participated in Tempur Tanpa Senjata Club (TTS)

- Member of MOBACC Accounting Club UiTM Arau, Perlis

Politeknik Seberang Perai

- Involves Product Innovation Competition

Sekolah Menengah Teknik Butterworth

- A committee of Netball Club
- A member of “Kadet Pertahanan Awam”
- Participated in consumer Quiz (Negeri Pulau Pinang)

Honors and Awards:

- A recipient for the Head of Commerce department awards (Semester 1, 2, 3, 5, 6) in Politeknik Seberang Perai
- Best attendance in Form 5 (2006)

Skills:

Computer: Able in Microsoft Word excel and Microsoft PowerPoint, Able to use in User Business System (UBS), Internet and Networking, and Accounting System MYOB

Language: Proficient in Bahasa Melayu
Able to speak and write in English

Others:

Willingness to travel: Yes

Willingness to relocate: Yes

References:

Pn Hasfiza Binti Hashim
Manager Arif Associates
No 17c, Tingkat2,
Jalan Dagangan 3,
Pusat Perniagaan Bertam,
13200 Kepala Batas,
Pulau Pinang
Tel : 019-4334164

En Mohamad Arif Bin Hj Musa
Director Arif & Associates
No 17c, Tingkat2,
Jalan Dagangan 3,
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13200 Kepala Batas,
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