

## PERSONAL DETAIL

Full Name : Fathia Azalin Binti Azami  
NRIC No. : 930504-01-5814  
Address : No7, Lorong Seberang Balok 4, Taman Aishah 1, 26100 Kuantan, Pahang  
Phone Number : 011-25708098  
E-mail Address : fathiaazalin@gmail.com  
Gender : Female  
Marital Status : Married  
Health : Excellent  
Religion : Islam



## CAREER OBJECTIVE

As a recent accounting graduate that is looking for a position in an organization where I can utilize my skills, put my learning into practice and make a contribution. I am looking forward for good experience in organization where I can fully make use of my good attitude to the actual job environment. I am eager to learn and looking forward to the beginning of my career in this agency.

## EDUCATION BACKGROUD

**2013-2016** Bachelor Of Accounting  
University Malaysia Terengganu,  
Kuala Terengganu, Malaysia.  
CGPA of 2.72  
Related coursework : Financial Accounting, Management Accounting, Auditing, Taxation, and Accounting Information System, Marketing.

**2011-2012** Accounting  
Penang Matriculation College  
CGPA of 3.56  
Related coursework : Financial and Management Accounting, Marketing.

**2009-2010** SM Sains Kuala Terengganu, Terengganu.  
Sijil Pelajaran Malaysia : 5A+, 4B+

**2007-2009** SMK Bandar Kinrara, Puchong, Selangor  
Penilaian Menengah Rendah : 8A

## WORKING EXPERIENCES

### 1) INTERNSHIP

Organization : MNZWAJ Associates/RAF Corporate Care/RAF Corporate Secretarial  
Location : Jalan Lumut, Kuala Lumpur  
Duration : 6 Months (February 2016 – August 2016)

Responsibilities :

- **Accounting Department**
  - Prepared financial statement including balance sheet, income statement, statement of cash flows and etc.
  - Organized accounting documents and filing system of supporting document (payment voucher, petty cash voucher, invoice, receipt and etc.)
  - Prepared financial report for the year ended
- **Audit Department**
  - Audit the financial statement
  - Prepared audit working papers
  - Site visit audit checklist
  - Communicate with clients for queries and advice
- **Secretary Department**
  - Prepared forms for organization
  - Communicate with LHDN and SSM regarding client's organization.

2) Organization : Yayasan Pendita Madani  
Location : Presint 10, Putrajaya  
Duration : 6 Months (August 2016 – January 2017)

Responsibilities :

- **Accounting Job**
  - Prepared and managed salary schedule, overtime sheet, claim form, and payslip.
  - Distributed salary according to salary schedule that was approved.
  - Prepared timely data entry into accounting system.
  - Prepared payment vouchers and related documents.
  - Maintain journal entries, account allocation for invoice and official receipts
  - Recognized and defined problems in the reported data and research questionable entries.
  - Prepared closing of monthly accounts and ensure all transaction are captured
  - Compiles various documents, verifies accuracy and ensure all accounting transaction are full supported by relevant documents.
  - Prepared Financial report for presentation to the board of trustees
  - Handling full set of accounts (Prepared financial statement; balance sheet, income statement, statement of cash flows and etc.
- **Events Program**
  - Formulating, planning and implementing society programs for Yayasan.
  - Solved problems regarding event management.
  - Travelling for contribution and donation programs.

## SOCIETIES/ CO-CURRICULAR ACTIVITIES

- 2015 - 2016** Vice President of Kelab Amatur Intelktual (KAI)  
**2014 - 2015** Treasurer of Kelab Amatur Intelktual (KAI)  
**2013 - 2014** Secretary of Ikatan Siswi, Kelab Amatur Intelktual (KAI)  
**2013 - 2014**
  - Won The Best Booth Competition in International Night 2014 Event (International Level)
  - Presented UMT for netball competition In SUKIPT 2013 (national level)

- Programs coordinator in several programs :
  - Muslim Souls Camp (MSC) 2013
  - Character Building Camp (CBC) 2013
  - CYM Festival 2013
- Facilitator in several programs :
  - Relax, Refresh, Respond Camp (3R Camp) 2014
  - Kem Ohsem Kembara Hati (KOKH) 2014
  - Minggu Jalinan Mesra (MJM) 2013

## SKILLS/ PROFICIENCY

- Able to use accounting software
  - SAGE UBS Software (Certificate of Proficiency)
  - MYOB Accounting Software
- Able to use auditing software
  - Audit Express (Certificate of Proficiency)
- Proficiency in all areas of Microsoft Office
  - Microsoft Word, Microsoft Excel, Microsoft Access and Microsoft Powerpoint.
- Full clean driving license (D) and have own vehicle

## LANGUAGE PROFICIENCY

Proficiency (Best=10, Worst=0)

Language	Spoken	Written
English	8	8
Bahasa Melayu	10	10

MUET : Band 3

## PREFERENCES

Expected Monthly Salary : RM1,800 (negotiable)  
 Availability : Able to start in April 2017

## REFERENCES

Dr. Nor Raihan Mohamad  
 Department of Accounting and Finance  
 School of Maritime Business and Management  
 University Malaysia Terengganu  
 21030 Kuala Terengganu, Malaysia  
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Mohd Shuhaimi Bin Abu  
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 Yayasan Pendita Madani  
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