



SITI ZULAIKHA AZI

ACCOUNTANT

"I'M ABLE TO WORK AS A PART OF A TEAM.
I KNOW HOW TO LISTEN TO OTHER PEOPLE
AND I ACCEPT DIFFERENT OPINIONS TO MINE.
ALSO, I'M VERY PATIENT, AND IT'S IMPORTANT
FOR WORKING WITH OTHER PEOPLE."

INFO

Name
Siti Zulaikha binti Azi

Address
Kg. Alor Ganu, Belakang Masjid,
06200 Kepala Batas, Kedah.

Phone
019 284 1402

Email
Zue_zulaikha96@yahoo.com

Birth
1 April 1996

Sex / Status
Female / Single

Language
Bahasa Melayu & Engglish

Hobby
Reading Novel & Surf Internet

Skilss
UBS Accounting
Microsoft Office

REFERENCES

En. Omar bin Mahmood
Manager of Koservis
No. 18, Taman Koperasi,
Jalan Tun Abdul Razak,
05200 Alor Setar, Kedah.
604 731 8484

Puan Balkhis bt Jamaluddin
Lecturer
Politeknik Sultan Abdul Halim
Mu'adzam Shah.
012 560 4646

EDUCATION

Jun' 14 until Dec' 2016
Dip. in Accounting
**Politeknik Sultan Abdul Halim
Mu'adzam Shah**

2009 until 2013
Sijil Pelajaran Malaysia
SMK Bandar Baru Darulaman, Jitra

WORK EXPERIENCE

Internship Student
Nov' 15 until Apr' 16
**KOPERASI PEGAWAI-PEGAWAI KERAJAAN
NEGERI KEDAH SDN BHD**
Work under supervision of other accountants.
Assist with preparation of adhoc and other internal reports.
Ensure the completion of assigned tasks in line with
established deadline.
File and scan journal entries.
Support the payments processing team.
Do data entry and credit checks.

Account Clerk
Jan' 14 until May' 14
FAUZII CAKES JITRA, KEDAH
Update, verify and maintain accounting journals,
ledgers and other financial records.
Assist in month end reporting procedures.
Find and use accounting data to resolve accounting
problems and discrepancies.
Perform filing and general administration tasks.

ACTIVITY

2013
Secretary in Entrepreneurship Programme of
SMK Bandar Baru Darul Aman

Participate on school camping activity.