

NORASMIRA BINTI JAFRI

494-B, KAMPUNG BERKAT
26500 MARAN,
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mierajafri@gmail.com



EDUCATION

- | | |
|-------------|---|
| 2014 – 2017 | : Bachelor in Accountancy
UiTM Puncak Alam
CGPA : 3.70 |
| 2011 - 2014 | : Diploma in Accountancy
Universiti Teknologi MARA, Kampus Jengka, Pahang
CGPA : 3.82 |
| 2013 | : Malaysian University English Test
RESULT : Band 3 |
| 2009 - 2010 | : Sijil Pelajaran Malaysia (SPM)
Sekolah Menengah Teknik Kuantan
RESULT : 3A+ 1A 2A- 2B+ 2C+ |

WORK EXPERIENCE

PwC International Assignment Services SDN BHD *Intern*

Feb 16 – July 16
Kuala Lumpur

- Involved in preparation of Singapore and Hong Kong individual tax return for the year of 2015.
- Prepared tax working papers by identifying which income needs to be report in the tax return and identifying all the information needed in order for us to start preparing the tax return.
- Prepared the individual tax return and computed the income tax payable by using STAR system and submitted to reviewer for quality review.

7Eleven SDN BHD *Store Associate*

2013
Pahang

- Provided prompt, efficient and courteous customer service.
- Assisted supervisor to forecast, order and stock merchandise throughout the store.
- Assisted manager to perform internal audit.
- Managed cash register and responded to customer queries.

CAPABILITIES AND SKILLS

- Able to converse in Malay in English.
- Have experience in using accounting software such as MYOB & UBS (credit).
- Possess proficient IT skills such as Microsoft Office Word, Excel, Power Point and Project.
- Have the ability to lead, motivate and interact with people at any level.
- Have the ability to work under pressure and manage to complete all the task that were assigned before the due date.

AWARDS AND HONORS

2016	: Dean's Award for Semester 6 (Bachelor of Accountancy) Dean's Award for Semester 5 (Bachelor of Accountancy) Dean's Award for Semester 4 (Bachelor of Accountancy)
2014	: Vice Chancellor's Award (Diploma in Accountancy)
2011-2014	: Dean's Awards (Diploma in Accountancy) (for all semester)

EXTRA-CURRICULAR ACTIVITIES

2015	: Jawatankuasa Perwakilan Non Resident – Entrepreneur Bureau Program Mentor Mentee 3.0 – Participant MICPA Accountant's Dash (Go Mad) – Participant AFTAS Futsal Night - Participant Fiesta Sukan Non Resident – Participant KL Eco Film Festival (KLEFF) – Volunteer
2011-2014	: Discovery of Entrepreneurship – Participant Volunteer Open Day 2014 – Participant Dean's Cup Bowl – Participant BSN Night Run Marathon – Volunteer Men's Health Women's Health Night Run – Volunteer

REFERENCES

Pn. EMMARELDA MASWESI BT AHMED
Lecturer (UiTM Kampus Puncak Alam)
03-32587514

Dr. HASLINDA YUSOF
Lecturer (UITM Kampus Puncak Alam)
017 – 634 8272