

MUHAMAD HANIS BIN SAAD

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Seberang Perai Utara,
Pulau Pinang



PERSONAL PARTICULARS

- **Age** : 24 years
- **Nationality** : Malaysia
- **Marital Status** : Single
- **Gender** : Male
- **I/C Number** : 940709-07-5617

OBJECTIVE

- I am seeking an accounting position focusing on preparing full set account to further cultivate my learning experience and gaining my experience in the working world.

SUMMARY

- I am a motivated person who is passionate and eager to learn and absorb as much experience as I can get from my work field.
- I possess leadership skills and can delegate tasks and multi task very well.
- I have the necessary soft skill to communicate efficiently as well as the drive to pursue.

EDUCATION

- SK Pasir Gebu, Penaga Pulau Pinang
 - Sekolah Menengah Kebangsaan Sri Muda, Penaga Pulau Pinang
 - CGPA 4.0, Matriculation College Penang
 - Bachelor of Accountancy, University Putra Malaysia (UPM)
 - CGPA 3.058
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ACHIEVEMENT

Sekolah Menengah Kebangsaan Sri Muda

- I have receive award for excellent in subject accounting principle

Penang Matriculation College

- I have received an award in course of accountancy because achieve CGPA 4.00

University Putra Malaysia

- I have involve in organizing a few college and University activities by becoming a committee member for those particular event
 - Festival Tradisi Intelektual Islamik
 - Festival Marhaban
 - Festival Teater Interkolej
- I have been join many program held by Universiti Putra Malaysia.
- I have frequently participated curricular activities held by Universiti Putra Malaysia (UPM) to increase my insight.

SKILL

- Microsoft Word
- Microsoft Excell
- UBS 2015 Software
- AutoCount Software

LANGUAGE

- Bahasa Malaysia - Fluent
- English - Fair

EXPERIENCE

- February – July 2016
 - Undergo Industrial Training in Azman Wong & Co
 - Experience to prepare audit report
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