



**ANISAH BINTI  
ADDENAN**



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#### OBJECTIVE

To seek job placement in auditing field by utilising my accounting knowledges and skills. A career that requires high human integrity, diligent as well as

#### EXPERIENCE

##### **RS & CO.**

1<sup>st</sup> February 2016 – 14<sup>th</sup> August 2016

I had undergone 6 months practical training at RS & CO which involved in auditing, taxation and secretarial works. During the tenure, I acquired very meaningful experiences and had successfully auditing a few companies. After completing my practical training, I was hired as a part time worker by RS & CO to guide and teach practical training student before commencing into my final university semester.

#### EDUCATION

##### **BACHELOR IN ACCOUNTANCY/ FEBRUARY 2017**

Universiti Teknologi Mara, Puncak Alam

- Graduated with academic CGPA = 3.45
- Course of Study in Accountancy encompasses auditing, taxation, financial accounting and management accounting. Other courses such as corporate governance, law, strategic management and other additional important courses were included and thus giving added values and better competency to students graduated with accounting degree from UiTM.

##### **DIPLOMA IN ACCOUNTANCY/ APRIL 2014**

Universiti Teknologi Mara, Alor Gajah

- Graduated with academic CGPA = 3.72
- Courses of Study in Accountancy encompasses major field of accountancy such as auditing, taxation and account.
- Awarded with Vice Chancellor's Award



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motivation and thus provides opportunity to deliver high quality auditing outcomes to Khazanah Nasional. A high quality works are very important to the society and nation as a whole in order to deliver transparent and useful information.

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#### SKILLS

- My language proficiency especially in English is good. I able to obtain Band 4 for Malaysian University English Test (MUET). Moreover, during my final semester in degree, I had experienced doing many presentations in front of others.
  - I able to use Microsoft Office very well and obtain Credit for Sage UBS Accounting Software test. I had experienced of using Audit Express which is audit software when conducted audit during my practical training.
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#### VOLUNTEER EXPERIENCE OR LEADERSHIP

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##### 2014-2016

- Participated in Students' Management Accounting Conference 2016 that held at Dewan Kuliah 500, Faculty of Pharmacy, UiTM, Puncak Alam.
- Participated in Mentor Mentee 4.0 at UiTM Puncak Alam.
- Participated in Company Secretarial Industrial Talk 2015 at UiTM, Puncak Alam.
- Participated in One Step Closer programme at Pusat Jagaan Sayang, Seksyen 7, Shah Alam, November 2015.
- Volunteered in helping flood victims at Kelantan, January and February 2015.

##### 2011-2014

- Participated in Chess Workshop at UiTM Alor Gajah, Melaka.

##### 2006-2010

- Actively involved as a student committee in a student leadership body at Sekolah Menengah Sains Seri Puteri, Kuala Lumpur.
- Participated in Federal Territory Amateur Athletic Association on 28<sup>th</sup> February 2010 at Taman Lembah Kiara, Taman Tun Dr. Ismail, Kuala Lumpur.

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#### REFERENCES

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References are available upon request.

