



**NUR IZZAH ASIAH BT HASSAN**  
D/A Zubaidah Ismail,  
Sek Men Keb Long Yunus, Beris Kubor Besar  
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#### **OBJECTIVE**

- Seeking a full time position in any field related to Accounting Management which requires responsibility and utilises my experience in accountancy.
- To work in a company with good working environment in order to contribute to the new technology and be a part of it. Also willing to face new challenge in fulfilling the company vision and expanding my carrier.

#### **EDUCATION**

**2013-2016**  
**Bachelor in Accountancy**  
**Universiti Teknologi MARA**  
**Bukit Ilmu, 18500, Machang,**  
**Kelantan, MALAYSIA.**  
**CGPA: 2.61**

**2010-2013**  
**Diploma in Accountancy**  
**Universiti Teknologi MARA**  
**Bukit Ilmu, 18500, Machang,**  
**Kelantan, MALAYSIA.**  
**CGPA: 3.01**

**2009**  
**Sijil Peperiksaan Malaysia**  
**Sek. Men. Keb. Long Yunus,**  
**Beris Kubor Besar,**  
**16350, Bachok,**  
**Kelantan, MALAYSIA.**  
**Result: 4A 4B 2C**

## **SOCIETIES/ACTIVITIES**

**2014-2016**

**Participate in Audit Exposure as committee (Multimedia) and participant organised by Lecturers of Audit UiTM Kelantan**

**Participate in MIA's Registration Day: Bridging The Gaps Between Academia And Industry as committee (Multimedia) and participant organised by Members of Bachelor in Accountancy UiTM Kelantan and supported by Malaysian Institute of Accountants (MIA).**

**Participate in Volunteer Malaysia as volunteer organised by iM4U**

**2012-2013**

**Committee Member of the Majlis Tertinggi Kediaman (MTK) UiTM Kelantan.**

**Treasurer of the Jawatankuasa Perwakilan Non-Resident**

- **Prepared and review budget for the semester**
- **Prepared and review cash flows**

**Planned, carried out and supervised Sukan Komuniti Mahasiswa ke-2 jointly organised by the Majlis Tertinggi Kediaman and Unit Sukan UiTM Kelantan**

**Participate in Konvensyen Media Sosial Pewaris Muda 1Malaysia as volunteer organised by Jabatan Penerangan Negeri Kelantan**

**Took part in the Program Zero Aedes 2012 Uitm Machang jointly organised by the Prostar Club and Pejabat Kesihatan Daerah Machang**

**2009**

**Vice president of the Pergerakan Puteri Islam Malaysia (PPIM), SMK Long Yunus.**

## **WORK EXPERIENCE**

**Practical Training**

**Company Name : Qisty & Partners**

**Country : Malaysia**

**Company Industry : Tax and Secretary Firm**

**Date : 01 February 2015 – 31 July 2015**

**Experiences :**

- ✓ **Prepared the financial statement such as key in the data into UBS.**
- ✓ **Do audit works such as inspection of data and prepared working paper.**
- ✓ **Prepared Tax Computation for companies, partnerships and individual manually and then key in via E-Filing after tax supervisor check and review the manual form.**
- ✓ **Do secretarial works like communicate with the clients to inform them concerning the fees that occurred and asked for the payments and prepared Certificate True Copy (CTC) which is the combinations of FORM 24, FORM 44, FORM 49, FORM 32A, M & A and FORM 24.**

## **SKILLS & LANGUAGES**

- Excellent hands on skills in MS Office – Word, Excel, and Power Point.
- Excellent in MYOB and UBS accounting software.
- Languages: Malay Write/Speak : Excellent  
English MUET : Band 3  
Write/Speak : Good
- Posses B2 and D – class licence

## **PERSONAL QUALITIES**

- Ability to undertake works under pressure and work overtime.
- Aptitude to learn and grasp new concepts and adept well in changing environment
- Self-independent.
- Well interpersonal and cross-cultural communication skills.
- Able to work hard independently or in a team.

## **REFERENCES**

**Puan Rosbi Binti Ishak**  
Senior Lecturer of UiTM Machang  
019-9829333

**Encik Nik Nazim Bin Nik Kamil**  
Supervisor of Jawatankuasa Perwakilan Non-Resident  
012-2328197

**Encik Wan Ahmad Khairul Anuar CA**  
Director of Qisty & Partners  
019-9429570

**Puan Zailina Binti Abdullah CA**  
Director of Qisty & Partners  
012-7109570