

RESUME



NOR SYUHAILAH BINTI ALIAS

124 KM JALAN BESAR, KAMPUNG KEDAH, 34200 PARIT BUNTAR,
PERAK

nsyuhailah@gmail.com

(H/P) +60174428204

EDUCATION

- 2014 – 2017** : Universiti Teknologi Mara (UiTM), Puncak Alam Campus)
Bachelor of Accountancy (Hons)
CGPA: **3.25** (Complete)
- 2011 – 2014** : Universiti Teknologi Mara (UiTM), Alor Gajah Campus
Diploma in Accountancy (Graduate on December, 2014)
CGPA: **3.56**
- 2007 – 2010** : Sekolah Menengah Kebangsaan Agama Nibong Tebal
Sijil Pelajaran Malaysia (SPM)
Result: **5As**

WORKING EXPERIENCES

Practical Training : **AJ Isma & Partners**

- Prepare clients' accounts using MYOB Accounting Software
- Perform audit of the company
- Maintain proper filing of audit working papers
- Prepare draft and final letters to the clients
- Prepare audited reports to send for the clients and others

Seller and cashier : **289 COMMUNICATION SHOP**

- Able to handle the cash transactions with customers and keep reports of transactions
- Calculate money in cash drawer at the beginning and the ending of shifts to make sure that the amounts are accurate and that there is sufficient change
- Resolve customer complaints, guide them and provide relevant information
- Able to improve communications skills and knowledge about mobile phone

AWARDS & ACHIEVEMENTS

- 2011 - 2014 : Awarded Dean's Award for semester 1,3,4,5, and 6, UiTM (Alor Gajah Campus)
- 2010 : Awarded LCCI Level 2 Certificate in Book-keeping and Accounts (BM), Pass with Distinction (SPM 2010)
- Participant in Program Mentor Mentee 4.0 by Fakulti Perakaunan, UiTM (Puncak Alam Campus), 2016
 - Participant of 'Kursus Asas Fasilitator' by Unit Career and Counseling with collaboration PEERS Club, UiTM (Puncak Alam Campus), 2015
 - Participated in Entering the Corporate World Seminar, Melaka (Hotel Avilion Legacy),
 - Honorary Treasurer Tun Hamzah College, 2012/2013 session, UiTM (Alor Gajah Campus)
 - Participated in Red Crescent Society at Gunung Datuk, UiTM (Alor Gajah Campus), 2012
 - Nation Service group 1, Siri 8/2011, Kem PLKN White Resort, Balik Pulau, Pulau Pinang, 2011
 - Class Assistant, 5 Ikram, SMK Agama Nibong Tebal, Pulau Pinang, 2010

SKILLS

- Computer Skills : - Basic Software: Microsoft Office
- Accounting Software: MYOB, Sage UBS (Credit)
- Language skills : - Able to speak and write in both Malay and English

REFERENCES

Encik Nor Mohd Faisal Bin Md Ariffin
Pegawai Hal Ehwal Islam Kanan
UiTM (Jasin Campus), Melaka
faisal859@melaka.uitm.edu.my
(H/P) +60133999132
(Office) +6062645125

Puan Che Aminah Jaaffar
Lecturer of Faculty of Accountancy
UiTM (Puncak Alam Campus), Selangor
hjjaaffar@yahoo.com
(H/P) +60192454807