



NORHASHIMAH BINTI MD NOR

Sex: Female **Nationality:** Malaysian **NRIC:** 911129016204 **Marital Status:** Single

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PROFILE

A graduate student that has her own self-confident in determining what she want to do as a determination has taught me to always confident with my decision. Never turn back on something you ever started as I will finish it with my full effort and focus.

OBJECTIVE

To use my skills and academic knowledge to contribute towards developing and expanding my careers, and will be willingly to learn by myself for any improvements needed.

EDUCATION

- B. Acc. (Hons.), Universiti Tenaga Nasional, Class of 2014, CGPA 2.88
- Foundation in Accounting, Universiti Tenaga Nasional, Class of 2010, CGPA 3.24
- SPM (O-level), Sekolah Menengah Sains Sultan Iskandar, Class of 2008, 3A,2B,4C

INDUSTRIAL TRAINING

Trainee, Nava & Associates (Oct 2013 – March 2014)

- Count clients' stock during stock take and stock count
- Prepare bank confirmation for client
- Prepare account for clients and doing draft audited paperwork
- Checking of arithmetic accuracy and cross reference
- Prepare statutory audit for clients
- Audit dormant company

WORK EXPERIENCE

Winter Snow Sdn Bhd, Accounts and Admin (March 2016)

- Compiles and maintains records of business transactions and office activities of establishment, performing variety of following or similar clerical duties and utilizing knowledge of systems or procedures.
- Receive, update and keep proper records of all payments
- Preparing daily and weekly reports for sales and purchases
- Keeping ledgers
- Paying bills, wages, EPF & SOCSO
- Scanning sales and purchases invoices and loading to MYOB
- Preparing accounts for audits
- General admin as and when required

Zambran & Associates, Accounting and Taxation (2014)

- Prepares accounts and cash flow for clients
- Prepares paper work for clients for tax purposes
- Audit dormant companies

Universiti Tenaga Nasional, Graduate Research Assistant (April 2014 – Nov 2015)

- Responsible to do a research paper for Master Degree
- Manage and maintain good communication with supervisor
- Assist with academic research, editing and preparation of manuscripts
- Manage regularly meetings with supervisor to discuss research assignments
- Prepares literature review, gather and analyse data
- Prepare other articles, reports and presentations
- Performs other duties as assigned by supervisor

ACTIVITIES AND ACHIEVEMENTS

- Final Year Project, The Effects of Environmental Disclosure on Financial Performance In Malaysia (2013)
- Karnival Sukan Mahasiswa UNITEN, First Runner-Up Futsal Tournament (2013)
- MASISWA Sport (East Zone), First Runner-Up Futsal Tournament (2013)
- Care Awareness Program by Malaysian Institute of Accountants (MIA), Participant (2013)
- Badminton Closed Tournament (Uniten), Project/Programme Committee (2012)
- Badminton Closed Tournament (Uniten), First Runner-Up (2012)
- Futsal Harmonian Cup Tournament, Champion (2012)
- Dip Into Their Lives, UMRC Uniten, Participant (2012)
- Final Subject Registration, Facilitator (2012)
- Accounting Symposium: 'Pathways Towards Leading Professional', Participant (2011)
- Accounting Symposium: 'Rallying Calls for Accountability', Participant (2011)
- Final Subject Registration, Facilitator (2011)
- Karnival Sukan Mahasiswa UNITEN, First Runner-Up Futsal Tournament (2010)

- Uniten Indoor Futsal Championship, Champion (2010)
- FIFA World Cup Bafana Carnival, Uniten, Champion (2010)
- Final Subject Registration, Facilitator (2010)
- Kursus Bina Negara Mahasiswa Asas, Participant (2009)

EXPECTED SALARY & AVAILABILITY

Expected Salary : RM 2,000.00 (negotiable)
 Availability : Immediate

SPECIAL SKILLS

Languages

- Bahasa Malaysia : Proficient in speaking and writing
- English : Good in speaking and writing

Accounting System

- UBS Computerised Accounting Software
- MYOB Accounting Software
- SPSS Software
- Microsoft Office (Word, Excel, PowerPoint)

Others

- License B2 and D

REFEREES

Madam Inaliah Binti Ali

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 Faculty of Business and Accountancy, Universiti Tenaga Nasional,
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