



PERSONAL PARTICULARS

Name : Ahmad Syamil Hakimi Bin Kamaruzaman
Date of birth : 11th June 1990
Marital status : Single

CONTACT DETAILS

Address : Lot 1133-A, Batu 1.5, Jalan Meranti, 17000 Pasir Mas, Kelantan.
Corresponding Add. : Y2-37B, Tingkat 2, Blok G, Pusat Komersial Seksyen 7, 40000 Shah Alam, Selangor Darul Ehsan.
Email address : ahmadsyamilhakimi@gmail.com.
Phone Number : 019-4480864

EMPLOYMENT EXPERIENCE

Telesales Officer Sudong Sdn Bhd July 2017 to August 2017

- Involved in promoting and selling mobile and fibre broadband services for Singapore based clientele via both inbound and outbound calls.

Freelance writer and proofreader 2015 to January 2017

- Involved in providing niched services of revising and proofreading of academic assignments catering to clients ranging from high school's students to university students based in Kelantan.

Audit Assistant Messrs.' Jason Tan and Associates July 2014 to October 2014

Auditing and assurances, Secretarial Services and Taxation Services

- Analysed balance sheets and profit and loss statements in order to attest to their reliabilities as in accordance with the financial reporting standards.
- Calculated the tax computations for small and medium companies and also involved in managing the Goods and Services Tax registration.
- Conducted the procedures of incorporating a company as in accordance with the company's acts.

Industrial training**Saifudin & Co.****February 2013 to July 2013**

Accounting, Taxation Services and Administrative Services

- Managed the preparations of accounts involving small and medium businesses and also involved in handling taxation matters.
- Conducted simple online research in order to ensure that the firm's library data were updated as in accordance with the latest amendments of the statutory acts.

EDUCATION**Universiti Teknologi Mara (UiTM) Kelantan, the Kota Bharu campus.**

- Bachelor in Accountancy (Hons.) September 2011 to February 2014 CGPA: 2.91

Universiti Teknologi Mara (UiTM) Perak, the Seri Iskandar campus.

- Diploma in Accountancy July 2008 to April 2011 CGPA: 3.01

Maktab Rendah Sains Mara Lenggong, Lenggong, Perak.

- Sijil Pelajaran Malaysia January 2006 to December 2007 (5As, 4Cs and 1D)

ADDITIONAL EXPERIENCE AND AWARDS

- Made the Dean's List during the last semester of Bachelor's degree.
- An active member of the rugby club.
- An active member of the public speaking club.
- Participated in the inter faculty quiz competition committee as a judge.
- Participated in the Merdeka Day community volunteer tour in Kuala Kangsar.

SKILLS

- Have a very good command in Bahasa Melayu and English, both written and verbal.
- Proficient in handling basic Microsoft Office applications as in Microsoft Word , Microsoft Excel and Microsoft PowerPoint.
- Proficient in handling accounting software as in MYOB and Mr. Accounting.

REFERENCES

- Mr. Haron A. Alim
Faculty of Accountancy,
UiTM Kota Bharu,
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