

NURUL IZZATI BINTI MAZLI



ABOUT ME

Age : 25 Nationalities : Malaysian
Identity Card No : 921120-07-5514 Religion : Islam

CONTACT

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No 48, Lorong 1,
Taman Air Tawar Indah,
13050 Butterworth,
Penang

CAREER OBJECTIVE

- To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me opportunity to develop my career.

WORKING EXPERIENCE

SEPT 2016 – APRIL 2017

MILLENUM PATRIOT SECURITY SERVICES (M) SDN BHD ROLE: **ACCOUNT ASSISTANT**

- Maintain all records and company's financial data through UBS accounting system.
- Monitor all payment claims from departments in the company.
- Responsible in handling taxation matters of company including Government Tax Services (GST). And assist in company's financial inflow and outflow.
- Manage and handle daily accounting operation, account payable and account receivable.

2015-2016

ARIF & ASSOCIATES ROLE: **ACCOUNTANT TRAINEE**

- Able to prepare full set of account using MYOB accounting software for various type of companies e.g. construction, transportation, medical and more.
- Work effectively with multiracial clients.
- Able to prepare audit report for dormant company.

ACHIEVEMENTS

2014 – Sage UBS Certificate

2009 – LCCI Level 2 Certificate

2008 – Best Athlete & Sportswoman of the Year

2008-2009 – President of Computer Club

2008-2009 – Committee Member of Sports Club

2005-2008 – Sports Representative in Penang Schools Sports Council (MSSPP)

EDUCATION

2013 – 2016

BACHELOR OF ACCOUNTANCY (HONS)
FACULTY OF ACCOUNTANCY
UNIVERSITI TEKNOLOGI MARA (UiTM) KEDAH
CGPA: 2.52

2010 - 2013

DIPLOMA IN ACCOUNTANCY
FACULTY OF ACCOUNTANCY
UNIVERSITI TEKNOLOGI MARA (UiTM) PERLIS
CGPA : 3.12

2005 - 2009

SIJIL PELAJARAN MALAYSIA (SPM)
ACCOUNTING STUDY
SEKOLAH MENENGAH KEBANGSAAN AGAMA
AL-IRSHAD, KEPALA BATAS
GRADE: 5A 3B

KEY

Financial Accounting	8/10
Management Accounting	7/10
Banking	8/10
Financing	7/10

PERSONAL SKILLS

SOCIAL SKILLS	<div></div>
LEADERSHIP	<div></div>
MULTITASKING	<div></div>
PASSION	<div></div>
CREATIVE	<div></div>

REFERENCES

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