

## Personal Details

Full Name : Nur Hazwani Hanis Bt Abdullah  
Permanent Address : No. 31, Jalan Guar Perahu 4,  
Taman Guar Perahu, 14400  
Pulau Pinang  
Contact No. : 019-5147335  
E-Mail : hazwanihanis198@gmail.com  
Date of Birth : 08.07.1988  
Gender : Female  
Marital Status : Married  
Languages : Bahasa Malaysia / English  
Nationality : Malaysian



## Resume Summary

Current Position : Account and administration executive  
Current Specialization : Audit/ Accounting/ Admin  
Highest Education : Diploma in Accountancy  
Years of Experiences : 4 years  
Expected salary : MYR 2,600.00

## Employment History

[Global Port Engineering & Services Sdn. Bhd.](#) (December 2014 – Present)

Position Title (Level) : Finance Executive  
Specialization : Audit/ Accounting  
Role : Account / Admin  
Industry : Engineering (Heavy machinery)  
Monthly Salary : MYR 2,300.00  
Work Description : Preparing and compiling accounting report

## Project and Task Performed

### Preparing and Compiling accounting report

- Responsible for company finance and accounting report
- Liaise with external accounting/audit reporting preparation
- Tabulation of company profit/loss status on monthly basis.
- GST administrative work
- Updates receivables by totaling unpaid invoices.
- Maintains records by invoices, debits, and credits.
- Verifies validity of account discrepancies by obtaining and investigating information from sales, and customers.
- Accomplishes accounting and organization mission by completing related results as needed.
- Protects organization's value by keeping information confidential.
- Record all company assets and do the tagging assets for audit purposes

### Eng Teh & Associates (January 2010 – June 2014)

Position Title (Level) : Audit Assistant (Junior/Semi senior Executive)  
Specialization : Audit/ Accounting  
Role : Account Auditor  
Industry : Audit/ Accounting  
Monthly Salary : MYR 2,200.00  
Work Description : Preparing and compiling audit working papers

Project and Task Performed	
<b>Preparing and Compiling audit working papers</b>	<ul style="list-style-type: none"><li>• Ensure that the financial statements of companies are prepared in accordance with accounting standards and statutory requirements.</li><li>• Attending client's year end stock take, observation of stock taking procedures and reporting thereon.</li><li>• Attending to tax computation and reviewing Company secretarial matters of the companies under audit</li><li>• Controlling the standard request for bank and investment confirm actions for audit purposes.</li><li>• Liaise with third parties such as bankers, auditors, secretaries, tax agents and lawyers during the audit</li></ul>

### Maxwell Corporation (Boo & Associates) (Dec 2008 – April 2009)

Position Title (Level) : Practical Trainee  
Specialization : Audit/ Administration/ Accounting  
Industry : Audit/ Administration/ Accounting  
Monthly Salary : MYR 300

#### Responsibilities and Experiences gained:

- Preparing audit working works for sales and purchases
- Attending client's year end stock take, observation of stock taking
- Learn how to know the nature of business and exposure the operation business
- Do checklist after finished the audit report
- My assignment and exposure include audit of Manufacturing concerns, trading, operations Of supermarkets, poultry farmers, transport companies, management services and investment holding.

### **Educational Background**

Qualification : Diploma In Accountancy  
Field of Study : Accounting/Business  
Major : Accounting  
Institute/University : Kolej Professional Mara Melaka  
CGPA : 2.47  
Graduation Date : 24 OCTOBER 2009

Secondary School : Sekolah Menengah Kebangsaan Guar Perahu, Penang

## Skill and Strengths

### Languages (Self Evaluation from 0 to 10)

Bahasa Malaysia	: Spoken	10,	Written	10
English	: Spoken	7,	Written	7

### Additional Skills

- Microsoft Office (Excellent)

## Miscellaneous

- Strong leadership skill and desire to work individually and in group effectively
- Determine and fast learner with quick analytical mind
- Well motivated and willing to learn
- Hardworking person and with good time management skill
- Pleasant personality, active, with a good communication skill.
- Fast learning, teamwork and interested in administration/accounting/auditing field.
- Able to cope with the working environment.

## Extra Curricular Activities:

**Highest Education** : Kolej Profesional Mara Melaka (KPM)

- Participate in Badan Beruniform Jabatan Pertahanan Awam
- Participate in Futsal Competition in KPM
- Participate in Kelab Usahawan Muda

**Secondary School** : Sekolah Menengah Kebangsaan Guar Perahu, Penang

- Committee member of Persatuan Bulan Sabit Merah
- Committee member of English Club
- Participate in Kem Kecemerlangan Ilmu
- Participate in Kuiz Sains Nasional 2005
- Participate in Kuiz Sastera Perdana 2005

Participating and being actively involved in activities such as those stated above have been highly beneficial to me as I believe that they have helped me to become a better person. Being entrusted with a substantial quantity of money, on the other hand, has made me more responsible and trustworthy. The most satisfying programs I have been involved in are the volunteer activity and that has made me more appreciative and grateful. These activities have equipped me with tools that will enable me to be a professional and ethical person.

## Job Preferences

Willing to Travel/Relocate : Yes  
Possess Own Transport : Yes  
Availability : Immediately after notice period of 1 month

## References

Name : Mr. Chong Lip Yoon  
Position : Engineer Manager/HOD  
Address : Global Port Engineering & Services Sdn. Bhd.  
Lot 990, Jalan Permatang Nibong, Permatang Nibong  
13500 Permatang Pauh

Name : Mr. Steven Teh  
Position : Managing Director  
Address : Eng Teh & Associates  
4601, Suites A, 1<sup>st</sup> Floor, Jalan Chain Ferry  
12100 Butterworth