



NOR AMIRA BINTI AWAI

BACHELOR OF ACCOUNTANCY (HONS)

NO.136, FELCRA NASARUDDIN. BOTA, PERAK. MALAYSIA

 : **noramira.awai@yahoo.com**

 : **013-4848567**

OBJECTIVE

A position as an Account Assistant allowing me to use my knowledge and skills in the fields of financial accounting and management accounting with opportunities to discover new career challenges in a company that places high priority on customer satisfaction.

SKILLS

- Have a good command of English and Malay languages
- Able to use, construct and maintaining computer programmers which are Microsoft Visio, Microsoft Office, Microsoft Project based on the needs of organizations
- Able to use accounting in computerize by using software of UBS and Microsoft Excel
- Able to lead, motivated and interact with people any level

EXPERIENCE

Junior Accountant February- Now 2017

HI CORPORATE SERVICES (IPOH) SDN BHD Ipoh, Perak

- Record documents using MYOB Software
- Prepared account for fuel station, lawyer firm & construction
- Assisted with financial planning input and analysis
- Generated reports

MCO February 2017

KPJ SPECIALIST HOSPITAL (IPOH) Ipoh, Perak

- Work under Manage Care Organization (MCO)
- Record patient management using Bed Management System
- Call agent insurance to get Guarantee Letter (GL)
- Round wards to get sources documents

Etika Takaful

January 2017

MANSHAIID AGENCY Seri Iskandar, Perak

- Handle the general takaful
- Joined meeting with ETIQA

Accounting Intern

February- July 2016

WAN NADZIR & CO Ipoh, Perak

- Reviewed and corrected accounting entries
- Assisted with financial planning input and analysis
- Generated reports



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EDUCATION



Bachelor of Accountancy (Hons) (2014-2017)
Universiti Teknologi MARA (UiTM), Kampus
Machang,
Bukit Ilmu 18500, Machang, Kelantan Darul Naim
CGPA: 2.87



Diploma In Accountancy (2011-2014)
Universiti Teknologi MARA (UiTM), Kampus Perak,
Bandar Baru Seri Iskandar
32610 Seri Iskandar, Perak Darul Ridzuan
CGPA: 3.40

HONORS /AWARDS

- Dean List for the First Year Diploma
- Credit- Sage UBS Computerised Accounting
- Pass with Distinction- Level 2 Certificated in Book-Keeping and Accounts (Bahasa Melayu) (LCCI)

PERSONAL QUALITIES

Independent, outgoing and highly motivated with strong leadership qualities

VOLUNTEER AND EXPERIENCE OR LEADERSHIP

2014-2017

Involves many activities under Members of Bachelor Of Accountancy, UiTM Kelantan

- Seminar in Accounting “Gateway To The World Of Accounting Theory and Audit Practices”
- Career Development Seminar “What’s Next After BACC”
- MemBACCs’ Family Day
- Knowledge in Publish Financial Statement’s Seminar
- One Step Closer to be Professionals by CIMA & ACCA
- Explorace Malaysian Financial Reporting Standards
- Clinic Financial Reporting (FAR 400)

2012-2013

Secretary of Student Representatives Council College Cempaka Sari, UiTM

- Prepared monthly report
- Prepared a minute meetings
- Organized team building, Operasi Khidmat Masyarakat (OPKIM), Sukan antara Kolej (SUKOL)
- Prepared budget statement



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EXPECTED SALARY

RM 1800 – RM2000

REFERENCES

Encik Azman Bin Ahamad
Manager in HI Corporate Services
(Ipoh)Sdn Bhd
14A, Jalan LapanganTerbang, Off
Jalan Raja Dr Nazrin Shah,
31350. Ipoh, Perak Darul Ridzuan.
Telephone No: 05-3115236
Email: hicorp_ipoh@yahoo.com

Dr. Marziana Binti Madah Marzuki
Lecturer in Faculty of Accountancy
Universiti Teknologi MARA
(UiTM), Kampus Machang
Bukit Ilmu 18500, Machang,
Kelantan
Telephone No: 017-9808778

2012

University Representative OC at Minggu Destini Siswa Sesi Diploma
Jun- Nov 2012, UiTM

- Facilitator EXCO Social
- Ensure the students in a good health conditions
- Ensure the disable students being organized properly

2013

University Representative for Bimbingan Institut Pengajian Tinggi
Awam (BIPTA),UiTM

- Facilitator to encourage the school students to work hard in studying
- Share the experiences about studying in University

2013

Took Part in 5S (Creative and Innovative) Contest

- Won a bronze medal



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