

# NURUL AZIRA BTNORDIN

## HIGHEST QUALIFICATION:

Bachelor of Accountancy (Hons)  
University of Technology MARA (UITM) Johor  
CGPA: 3.29

## PERSONAL DETAILS:

### CURRENT ADDRESS:

No. 9 Jalan Solok 2 Taman Meru  
Indah, 42200 Kapar Klang  
Selangor

**CONTACT NO:** 011-24088944

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**IC NUMBER:** 931230-10-5410

## OBJECTIVE:

To seek new opportunities in accounting field with an established organization that grants more challenges and opportunities growth.

## OTHER ACADEMIC QUALIFICATION:

2014 Diploma in Accountancy  
University of Technology MARA (UITM)  
Perlis CGPA: 3.44

2010 Sijil Pelajaran Malaysia  
Sekolah Menengah Kebangsaan  
Perempuan Kapar (7A 2B)

## WORK EXPERIENCE:

February-August 2016  
Internship account at I-City Properties Sdn Bhd (I-Berhad)

- Assists in prepare full set of account, prepare consolidation report, prepare assets listing and in charge account payable and account receivables.

March-August 2014

Account Assistant cum Admin at Sumber Petroleum Cemerlang Sdn Bhd

- Prepared and reviewed account receivable and account payable monthly report.
- Chased payment from customers.

April-May 2013

Account Clerk at SS Construction Sdn Bhd

- Prepared, processed and reviewed staff claims monthly budget.



## EXTRA CURRICULAR:

2016 Winning contest the best innovation products & attend ACCA conference  
2015 Committee in marketing trades affairs  
2014 Participant in 'CIMA' professional conference  
2013 Participant in 'Beautiful Malaysia Day'

## HONOURS/AWARD:

2011-2014  
Dean's List Award UITM Perlis (Semester 3, Semester 4 and Semester 6)  
2010  
Best Student SPM (7A 2B)

## SKILLS:

Good command of English and Malay.  
Possess excellent interpersonal skills and communication skills.  
Strong PC knowledge such as Word, Power Point and Excel.  
Possess in depth knowledge of accounting software such as MYOB, UBS, MHW and OBM.

## PERSONAL QUALITIES:

Independent, outgoing, workaholic, committed and highly motivated with strong leadership qualities.

## REFERENCES:

Pn Zakiah bt Baharin  
Coordinator Industrial Training of UITM  
Johor  
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