



NURKIAH BINTI JALIL

Address : No.247, Jalan Bukit Puteri 11/7, Bandar Puteri Jaya, 08000 Sungai Petani, Kedah.
Contact No. : 013 - 3749033
Email : nurkiahjalil@gmail.com
Status : Married
Age : 29 years old

To employ my knowledge and experience with intention to securing a Professional career with opportunity to seeking a competitive, challenging environment and career advancement while gaining knowledge and new skills.

EMPLOYMENT

Jan 2014 - Dec 2016

Senior Account Executive (AR Billing)

Vivaki Malaysia Sdn. Bhd (Re:Sources Malaysia)

- ✓ Provide accounting support in Accounts Receivable (Singapore).
- ✓ Issue all billing and coordinate all aspect of billing such as billing schedule, supporting documents in order to meet client requirement.
- ✓ Prepare and update unbilled report every week and meeting with agency for discussion.
- ✓ Perform take up and close, recoveries & transfer job.
- ✓ Identify overdue accounts & pursue overdue account through phone calls, email or reminder letter.
- ✓ Liaise with client's account payable department seeking for payment. Liaise with client to resolve dispute of overdue accounts.
- ✓ Prepare Inter-Company billing for Oracle APAC.
- ✓ Upload the documents into client's Portal(for certain client) - billing purpose.
- ✓ Besides that, input Cash Receipting (Philippine) based on the payment advice received from credit control teams and clients.
- ✓ Manage and prioritize billing workload to ensure deadline are maintained.
- ✓ Maintaining proper filing to ensure by the end of the month all the documents needed in order to be sent to Singapore.

Jan 2012 - Dec 2013

Account Executive

Pro Ambitious Advisory Sdn. Bhd. (TR Group of Companies)

- ✓ Enter data into computer system using defined UBS accounting software, prepared bank reconciliation, compile all the data and prepare full set of account(Management Report).
- ✓ Prepares fixed assets listing together with Capital Allowance and draft of Tax Computation.
- ✓ Experienced served the clients and problem-solver with keen attention to their needs.
- ✓ Dealing with the 3rd parties such as client's creditors and bank officer.
- ✓ Experience in doing vouching and prepare the working paper for audit team.

EDUCATION

2009 - 2012

Bachelor's Degree(Hons) in Accounting

MARA University of Technology(UiTM) Perak Branch

Grade 2nd Class Lower

2006 - 2009

Diploma in Accounting

Institut Professional Baitulmal(UiTM)

Grade 2nd Class Lower

SKILLS

- ✓ UBS
- ✓ BCC System
- ✓ Microsoft Word, Microsoft Excel, Power-point and Outlook
- ✓ MYOB
- ✓ Oracle
- ✓ Lotus Notes

LANGUAGES

- ✓ Bahasa Melayu
- ✓ English

REFERENCES

Leong Siet Yeen

Head of Acc. Receivable Dept - Resources Malaysia Sdn. Bhd.

Level 12A, Menara Olympia, No.8 Jalan Raja Chulan, 50200 Kuala Lumpur.

016-5421280

Dashima Farkhan Binti Ali

Senior Account Executive - Resources Malaysia Sdn. Bhd.

Level 16, Menara Olympia, No.8 Jalan Raja Chulan, 50200 Kuala Lumpur.

012-2726056