

NORASNAH BINTI MOHD TAHA

B11-03-05 PANGSAPURI PALMA, JLN DESA RIA, BDR COUNTRY HOMES, 48000 RAWANG,
SELANGOR DARUL EHSAN.



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Objectives

"I want to be part of the success in an environment of growth and excellence".

Experience

ACCOUNT CLERK ▪ JUNE 2015 - CURRENT

STRUCCON ENGINEERING SDN BHD ▪ RAWANG

- *Preparing and maintaining accounting documents and records.
- *Preparing bank cheque, general ledger postings, statements and payslip.
- *Manage AR & AP for the company account.
- *Compile data and prepare a variety of reports.

INTERNSHIP ▪ DEC 2014 (5 month)

AGENSI TAKAFUL BUKIT SENTOSA ▪ RAWANG

- * Filing, Photostat , scanning document, dll..
- * Explain the features of various policies insurance to customer.
- * Analyze clients current insurance policies and suggest additions or changes.
- * Handle policy renewals.
- * Help policyholders settle claims.

Skills

COMPUTER SKILLS: **Microsoft Office (Word, PowerPoint, Excel)**

COMMUNICATION SKILLS:

LANGUAGE	BAHASA MELAYU	ENGLISH
Spoken	Excellent	Good
Written	Excellent	Good

Education

POLITEKNIK SULTAN IDRIS SHAH, SABAK BERNAM.

GRADUATE DEC 2015 ▪ DIPLOMA ISLAMIC BANKING AND FINANCE

- CGPA: 3.81

SEKOLAH MENENGAH KEBANGSAAN RAJA LUMU, KLANG.

GRADUATE DEC 2011 ▪ SIJIL PELAJARAN MALAYSIA

- 2A, 5B, 1C, 1D

Extra Accomplishment

Academic Accomplishment

- *Anugerah Ketua Jabatan – Semester 1 (GPA 3.72)*
- *Anugerah Ketua Jabatan – Semester 2 (GPA 3.87)*
- *Anugerah Ketua Jabatan – Semester 3 (GPA 3.82)*
- *Anugerah Ketua Jabatan – Semester 5 (GPA 3.87)*
- *Anugerah Ketua Jabatan – Semester 6 (GPA 3.79)*

Curricular Activities

- Active in members Rakan Pusat Islam (RPI POLYTECHNIC)
- AJK Programme CEC Club Jabatan Perdagangan (JP POLYTECHNIC)
- Facilitator JMSK PSIS Programme.

Personal Strengths

I have been described as a highly motivated person. I am willing to learn and accept any consequences from my action. I am also a fast learner and can work independently or work in team. Willing to move and start from any level of position.

References

NORHAYATI BINTI ABU TALIB

(Manager Agensi Takaful Bukit Sentosa)

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KHAIRUNIZA BINTI KHAIRULLAH

(Senior officemate in Struccon Engineering S/B)

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