

AFIQAH BT MOHD SEPUAN

Age: 26

Date of Birth: 16th September 1992

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Address: No. 27 Lot 1115, Jalan Demak Baru, Fasa 4, Lorong Demak Jaya, 93050 Kuching Sarawak.

Marital Status: Single

Nationality: Malaysian



EDUCATION

Sunway College, Kuching (Part Time)
ACCA, 2017

Multimedia University, Cyberjaya, Selangor
Bachelor's Degree of Accounting, 2017

Swinburne University of Technology Sarawak Campus, Kuching
Foundation Studies in Business, 2012

SMK (A) Tun Ahmad Zaidi, Kuching
Sijil Pelajaran Malaysia (SPM), 2009

SMK (A) Tun Ahmad Zaidi, Kuching
Penilaian Menengah Rendah (PMR), 2007

CURRICULUM

- Join in ACCA, CPA, and other several account related talks
- Take part in organizing and being committee in Food & Beverages for SOUL Carnival
- Take part in Food & Beverages committee for Festival Tan Sri Tun Dr Hasmah (FESTARI) 2013
- Volunteer for Cyberjaya Twincity Marathon
- Volunteer for Milo Breakfast Day Run
- Volunteer for distributing food to homeless people for assignment project
- Crew for The Colour Rush 5.0 Marathon in Kuching 2017

SKILLS

Language

- Fluent in English and Malay

Computer Skills

- Proficient in Microsoft Word, PowerPoint, Excel, Autocount, SAP and MYOB Accounting Software, Slurp Software/Apps

WORK EXPERIENCE

Internship at Idris Ibrahim & Co

- Involved in audit and account team (rotation duty).
- Key in invoices, prepares bank reconciliation, GST.
- Admin work.
- Checking to make sure payments, amounts and records are correct.
- Checking the accuracy of accounting systems and procedures.

Accounting Clerk at ABMS Event Management

- Perform accounting and clerical functions.
- Compile and sort invoices and checks.
- Record business transactions.
- Input type vouchers, invoices, and checks.
- Process bills for payment.

Cashier cum Supervisor at Dim Sum & Co.

- Responsible for the money in the cash register and compare it with the sales data in the system.
- Organizing workflow and ensuring that employees doing their duties or delegated tasks.
- Monitoring employees' productivity.
- Multitasking (as waiter, cashier).

REFERENCES

Asfaleyla binti Mohd Sepuan

Managing Partner of Dim Sum & Co. @ ABMS Event

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Sellywati binti Mohd Faizal

Multimedia University Lecturer

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Managing Partner of Idris Ibrahim Group

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