

FARAH ATHIRAH BINTI PARNO

No 8, Lorong Dato' Abd Rashid Salleh 9,
Taman Dato' Abd Rashid Salleh, 26100,
Kuantan, Pahang Darul Makmur

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Objective To obtain a position in an organization which offers a professional working environment and enables me a fresh graduate to grow while meeting the corporation's goals

Education

SEPT 2014– JAN 2017	UiTM Puncak Alam, Selangor Bachelor of Accountancy Hons. (Final CGPA: 3.59) Scholarship : JPA
JULY 2011 – SEPT 2013	UiTM Kampus Bandaraya Johor, Johor Diploma of Accountancy (Final CGPA: 3.79)
JAN 2006 – DEC 2010	Sekolah Menengah Kebangsaan Tinggi Port Dickson, Negeri Sembilan Malaysian Education Certificate (SPM) – 6A's

Honours and Awards

2015-2016	Dean's Award (Semester 5 & 6), Bachelor of Accountancy Hons. UiTM
2014	Vice Chancellor's Award, Diploma of Accountancy UiTM
2013	Best Student in Academic Award for Faculty of Accountancy ,UiTM Kampus Bandaraya Johor
2010	Excellent Student Award in SPM, SMK Tinggi Port Dickson

Co-curricular Activities

2011 – 2017	Universiti Teknologi Mara (UiTM) <ul style="list-style-type: none">• Member of Badan Pertolongan Cemas (UiTM)• Member of MahaTari Club (Arts Club)• Participated in Company Secretarial Industrial Talk (CSIT)2015• Participated in Student's Management Accounting Conference 2016
2006 – 2010	SMK Tinggi Port Dickson <ul style="list-style-type: none">• Represented in the "Nasyid" competition (school, district and state levels)• Committee member of Puteri Islam• Committee member of Travelling Club

Skills

Field – Related skills

- Able to prepare financial statements in accordance with approved accounting standards
- Able to apply knowledge and understanding of accounting and other business applications in an organization

Language skills

- Able to speak and write in Bahasa Melayu and English

Computer skills

Software: Microsoft Word

Microsoft Excel

Microsoft Power Point

Microsoft Project

Accounting Software: MYOB

Sage UBS Accounting

Work Experience

Accounting Intern at McMillan Woods Thomas, Kuantan (Accounting Firm)

Tasks:

- Handle audit for dormant company and assist in audit for multinational company
- Involve in administrative tasks

Strengths

- **Focused and Enthusiastic**
- **Adaptable and Flexible**
- **Good Communication skills**
- **Able to work in team**

References

Name : Pn Safiah Binti Mohamed

Position : Lecturer in Faculty of Accountancy

Address : Mara University of Technology (UiTM),
Johor Bharu Campus,

Tel : 012-7110309

Email : safia663@johor.uitm.edu.my

Name : Pn Siti Mariam Binti Abdul Halim

Position : Lecturer in Faculty of Accountancy

Address : Mara University of Technology (UiTM),
Puncak Alam Campus

Tel : 016-6755969

Email : tuty2404@yahoo.com