

NOR HASHIMAH BINTI KHALID



Address

No. 615 Taman Mahsuri Fasa 2c Bandar Baru Darulaman 06000 Jitra Kedah.

Email

hashimahkhalid2@gmail.com

Phone

017-4504971

EDUCATION

2016
2015

Bachelor of Business Administration (Hons) Finance

UiTM Sg. Petani, Kedah

- Among subject taken
- Financial Management
- Financial Statement and Analysis
- Financial Market and Institution

CGPA: 2.90

2014
2012

Diploma in Banking

UiTM Sg. Petani, Kedah

- Among subject taken
- Financial Analysis
- Fundamental of Islamic Banking
- Legal Ethics and Aspects in Banking

CGPA: 3.08

2010

Sijil Pelajaran Malaysia (SPM)

Sek Men Keb Bandar Baru Darulaman

Achieved **6As, 1B**

WORKING EXPERIENCE

2017
2016

Account Assistant at Ibra Hs Sdn Bhd

Taman Industri Sri Mergong, Alor Setar, Kedah

- Verified calculations and input codes in to the UBS Accounting system in an accurate manner.
- Dealed with daily transactions for the petty cash and ensure that reconciliations are completed.
- Updated and key in account data through AutoCount system.

2016

Trainee (Internship) at Ibra Hs Sdn Bhd

Taman Industri Sri Mergong, Alor Setar, Kedah.

- Prepared payment voucher for any payment including creditors or utilities.
- Prepared salary also EPF and SOCSO contribution for staffs.
- Updated and key in account data through AutoCount system.

2015
2014

Clerk at Pasaraya Yawata (Jitra) Sdn Bhd

Bandar Baru Darulaman Jaya, Jitra, Kedah.

- Update and key in account data.
- Prepared offer price for special day.
- Ensured all filling is done in a timely and accurate manner.

ACTIVITIES & INVOLVEMENTS

2016

Participant in Festival Sukan Ijazah Sarjana Muda(FESKIM), Bengkel Excel, Persidangan Mikro Kredit Islam 2016/1437H and Karnival Warnai UiTM Colour Run 2.0.

2015

Participant in Mini Program Latihan Keusahawanan Mahasiswa(PLKM), Community Service at Sungai Pial, Colour Run and Sport Day.

SKILLS

IT Proficiency

UBS Accounting System, UBS Payroll System, AutoCount System, Microsoft Office Applications

Speaking Profeciency

Bahasa Malaysia(excellent), English(intermediate)

Writing Proficiency

Bahasa Malaysia(excellent), English(intermediate)

REFERENCES

Puan Suraya Salleh

Ibra Hs Sdn Bhd

Account Executive

(Mobile) 019-4701700

Puan Syukriah Ali

Lecturer

UiTM sungai Petani

(Phone) 04-4562490