

Sanjita Rajantra

10-D Jalan Air Merah
Air Panas Setapak
53200 Kuala Lumpur
W.Persekutuan (KL)



Mobile: +6016 3492 587
Home: 03 40224372

E: sanjitarajantra@yahoo.com

Objective

To secure a career path in the Accounting industry that offers a professional working environment and enables me as a fresh graduate to grow while meeting the corporation's goals.

Summary

RESPONSIBILITY | INTEGRITY | HONESTY | TEAM PLAYER | EFFICIENCY

A recent B.A.(Hons) in Accounting and Finance student with good skills and competencies, enabling me to perform in the accounting field. Gained experience related to accounting from performing bookkeeping duties for a small sized firm as a part time job.

- **Communication, team player, management skills and leadership quality**
Able to communicate my opinion effectively to members. Strong written and verbal communication skills acquired through academics. Able to manage people, events and a good team player (Choral exchange programme). Being the leader of group assignments during college has given me good leadership qualities in achieving excellent results.
- **Ability to work under pressure, meet deadlines and good time management**
Working while studying in school and a full-time diploma has given me time management skills to multitask and work under pressure. I am driven to meet deadlines while maintaining accuracy. (Home tuition)
- **Enthusiastic, hard-working, detail focused and eager to learn**
Reliable and trustworthy, with strong work ethics and values. Competent and precise work. Always eager to learn new things related to job and capable of facing challenges.

Education/Qualifications

Tertiary

B.A. (Hons) in Accounting & Finance

University of Hertfordshire, April 2014 – September 2016

Graduated: September 2016 with Upper Second Class Honours

Secondary

Diploma in Business Studies (Accounting)

Tunku Abdul Rahman University College (TARC), May 2011- September 2013

Graduated: September 2013 with Merit

CGPA: 3.1373/4.00

SPM (Arts stream)

SMK (P) Air Panas, 2010

Graduated: 2010

4 A's, 3 A-, 1 B+, 1D

Work experience

2011- December 2015, Part time job

Malvisa (MM2H) Sdn Bhd

Job: Bookkeeping

- Compile and process receipts, payments and company's bank statements.
- Prepared single entry system transactions.

Achievements

College

October 2011

- Was the treasurer of TARC Choir Society and was part of the organising committee that successfully achieved in organising the "Choral Exchange Programme 2011" which was attended by around 120 people (5 choir groups).
- Prior to the event - Responsible of preparing the student activity proposal, budgeting and event details for the withdrawal of funds.
- After the event - Responsible of recording all of the income and expenses as well as preparing the Activity Evaluation Report for Student Affairs Department.
- I was also one of the performers during the event.

Secondary school

2007-2010

- Served as a school prefect in SMK(P) Air Panas for a duration of 5 years (Form 1- Form 5).

April 2009

- Represented school for a banner drawing competition under the “Zon Keramat” level.

Skills

- Good in Microsoft Office (Word, Excel, Power Point).
- Have learnt and knowledgeable in accounting software (MYOB) and willing to learn other accounting software.
- Good command of written and spoken English and Malay.

Interest/ Hobbies

- Reading latest news updates/current affairs.
- Arts.

Expected salary

Expected salary is RM2, 500 but it is negotiable.

Referees

Mr Chen Keat Fan

Senior Lecturer, INTI International College Kuala Lumpur

Professional membership: CA (M), CPA (M)

Mobile: +6012 2893 128

Email: chenkeat.fan@newinti.edu.my

Anusya Rajantra

Fund Accounting Manager, AVP.

Citigroup Transaction Services Malaysia

Mobile: +6012 4339 970

Email: anusya.rajantra@citi.com

Sivaprakash Arumugam

Managing Director of Malvisa (MM2H) Sdn Bhd

Mobile: +6012 3083 084

Email: prakash@malvisa.com