



NURUL FARAHIM NABILAH BINTI RAMLI  
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#### **OBJECTIVE**

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To gain self-motivation, self-development and providing excellent commitment to the application company.

#### **ACADEMIC QUALIFICATIONS**

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YEAR	QUALIFICATON	INSTITUTION	RESULT
2014-present	Bachelor of Accountancy (Honours)	Universiti Teknologi Mara, Kedah (UiTM)	<b>CGPA:</b> 3.01/4.00 (semester 7 )
2011-2014	Diploma in Accountancy	Universiti Teknologi Mara, Kedah (UiTM)	<b>CGPA:</b> 3.44/4.00 <b>MUET:</b> BAND 3
2006-2010	Sijil Pelajaran Malaysia (SPM)	SMK Dato' Onn, Butterworth	<b>SPM:</b> 8A's, 2C's <b>LCCI:</b> Level 2

#### **WORKING EXPERIENCES**

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YEAR	POSITION	RESPONSIBILITIES
Feb - July 2016	Audit trainee	<ul style="list-style-type: none"><li>• Maintain financial records using MYOB software</li><li>• Performed audited financial statements for dormant and semi-active company</li><li>• Performed accounts for enterprise and small company</li><li>• Responsible to collating, checking and analyzing spreadsheet data</li></ul>

- Communicate with other clients to get further clarifications to maintain, at all times, the confidentiality of any information obtained

## **EXTRACURRICULAR ACTIVITIES**

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<b>YEAR</b>	<b>ACTIVITIES</b>	<b>POSITION</b>
<b>Bachelor of Accountancy ( Honours )</b>		
2016	Dean's List Award Ceremony	Committee member
2015	Program Hari Transformasi Minda BiACC	Participant
2015	BiACC Pre-Graduation and Dean's Award Night	Committee member
2014	CSR : Kembali Ke Sekolah Bersama Pertubuhan NurHidayah	Facilitator
<b>Diploma in Accountancy</b>		
2013	National Kesatria, Uitm Kedah	Cadet
2012	Perarakan Maulidur Rasul GPMS	Participant
<b>SMK Dato' Onn, Butterworth</b>		
2010	Librarian	Committee member
2010	Consumer Club	Vice-secretary

## **SKILLS**

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Computer Skills: Microsot Word and Excel, Myob Accounting Software, UBS

Language Skills: Malay and English

## **AWARDS ACHIEVEMENT**

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2014: Dean's Award Diploma in Accountancy (semester 6)

2013: Dean's Award Diploma in Accountancy (semester 4)

## **PERSONAL CHARACTERISTICS**

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I am independent, punctual and responsible person. Besides, I can give well cooperation if needed to work in a group. Other than that, I can work under pressure and meet tight deadline.

## **REFERENCES**

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### **DR. MARZLIN MARZUKI A.M.(M)**

Head of Faculty (Accounting)  
Universiti Teknologi Mara (UiTM)  
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### **MR. IZANAN BIN BAHARI**

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