



Munirah binti Ali Akbar

Personal Info

Marital status
Single

Date of birth
1993-11-17

Citizenship
Malaysian

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OBJECTIVE

- To apply my knowledge, skills and past experience in accounting, auditing and taxation fields with an established organization that allows for future growth and provides opportunities to experience new challenges

EXPERIENCE

POLYTAX & ACCOUNTING SERVICES SDN. BHD. *Johor Bahru, Johor*
(Feb 2016 – July 2016)

Intern

Secretary & Tax Department

- Prepare or assist in preparing simple tax returns for individuals or small businesses
- Use appropriate adjustments, deductions, and credits to keep clients' taxes to a minimum
- Review financial records such as income statements and documentation of expenditures to determine forms needed to prepare tax returns

Audit Department

- Inspect account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions
- Prepare reports on audit findings for dormant company

Accounting Department

- Operate computers programmed with accounting software (EMAS) to record, store, and analyze information
- Classify, record, and summarize numerical and financial data to compile and keep financial records, journals and ledgers or computers
- Check figures, posting, and documents for correct entry, mathematical accuracy, and proper codes

UO SUPERSTORE SDN. BHD. *Johor Bahru, Johor*
(Aug 2015 – Sept 2015)

Part-time promoter

- Recommend, select, and help locate or obtain merchandise based on customer needs and desires
- Prepare sales slips for customers
- Clean shelves and counters and organize merchandise properly

EDUCATION

(Sept 2014 – Jan 2017)

Bachelor of Accountancy (Hons), Universiti Teknologi MARA (Selangor)
[CGPA: 3.54]

- Dean's List Award receiver for three semester

(May 2011 – April 2014)

Diploma in Accountancy, Universiti Teknologi MARA (Johor) [CGPA: 3.87]

- Vice Chancellor Award receiver
- Dean's List Award receiver for every semester

ADDITIONAL SKILLS

- Experienced with Accounting Software (MYOB, UBS, EMAS)
- Proficient in Microsoft Office Application (Words, Excel, PowerPoint)
- Good in English (both written and spoken)
- Excellent in Malay (both written and spoken)
- Positive attitude, independent with real enthusiasm for work, able to finish the work within the period given

REFERENCES

- Mdm. Nurul Fatma bt Aziz@Awang
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