

AZMI BIN ARSAD
Bachelor of Economics with Honours in Financial Economics

NRIC: 921118-12-6183

Age: 25

Nationality: Malaysian

Gender: Male

Marital Status: Single

Address:

Kampung Sentosa, Sungai Manila,
90000 Sandakan, Sabah

Contact Number: 016-8189528

Email: azmiarsad92@gmail.com



CAREER OBJECTIVE

Obtain a challenging leadership position applying creative problem solving and learn management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

ACADEMIC DETAILS

- ✓ Bachelor of Economics with Honours (Financial Economics) [2015] with aggregate of 2.98 from University Malaysia Sabah
- ✓ Malaysian Highest School Certificate (STPM) [2011] with aggregate of 3.33 from Sekolah Menengah Kebangsaan Elopura Bestari
- ✓ Malaysian Certificate of Education (SPM) [2009] with grade 1A, 2B, 3C, 1D, from Sekolah Menengah Kebangsaan Elopura Bestari

WORK EXPERIENCES

- ✓ Worked as Account Assistant at GMR Development Sdn Bhd from Dec 2016 – April 2017
Role : Experience to identify the outstanding balance supplier bills, issue cheque and payment voucher, reconcile supplier and bank statement, manage claim monthly tax invoice, key in GST input and output to be submit.
- ✓ Worked as Account Clerk at Kook Hoe Trading Sdn Bhd from Feb 2016 – August 2016
Role : Experience to manage accounting and financial matters such as running payment, issue cheque, claiming GST, report statement bank (Recon Bank) pass Journal and Received Voucher.
- ✓ Worked as Trainee at Jabatan Akauntan Cawangan Sandakan from June 2015 to Sept 2015
Role : Experiences to manage accounting and financial system such as payment voucher, payroll, review and payment of check and cash flow from department agencies. Also audit financial payment to other department under unit of consultation.
- ✓ Part Time worked as Security at Sierra Security Sdn Bhd from July 2014 to Sept 2014
Role : Responsible to prevent security problems such as may deter theft, vandalism, assault or other under undersirable behaviour.
- ✓ Part time worked as Cleaner at Atieqah Enterprise from Oct 2011 to Jul 2012
Role : Responsible to clean and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vent, restroom clearing etc)
- ✓ Part Time worked as Cooker at Kentucky Fried Chicken (KFC) from Nov 2010 to Dec 2010
Role : Responsible in cooking, handle machine, target sales and closed up of the restaurant.

COMMUNICATION AND SKILLS

- ✓ Computer Skill : Microsoft Office Word, Excel and Power point, Windows Movie Maker, UBS system, Internet
- ✓ Language Skill : BM : Excellent in speaking and writing
English : Good speaking and writing

INDUSTRIES EXPOSURE

Inplant Training/Course :

- ✓ Jabatan Akauntan Negara Cawangan Sandakan, Trainee
- ✓ Interbankers Management Training(M) Sdn Bhd, Basic Course in Banking and Operation

CURRICULAR ACTIVITIES

- ✓ Director unit of Safety and Emergency, Sukan Piala Pengetua Sri Angkasa 2014
- ✓ Deputy of director unit of Entrepreneurship, Karnival Kesihatan dan Sembang Ilmu 2014
- ✓ Committee member unit of Presentation, Program Malam Anugerah Keunggulan Sri Angkasa 2014
- ✓ Participant in Pertandingan Perbahasan Tingkatan Enam Ajuran Majlis Persatuan Pelajar Tingkatan Enam (MAPPTE) 2011
- ✓ Participant in Program Kecemerlangan dan Kepimpinan Pelajar Kolej-Kolej Kediaman 2013

STRENGTH & HOBBIES

- ✓ Goal oriented, self-motivated and ready to take initiative
- ✓ Able to multitask, work in group and work under pressure
- ✓ Good communication and ability to work independence
- ✓ Willing to relocate
- ✓ Football, badminton, reading article and travelling

REFERENCE

- ✓ Wong Hock Tsen
Program Head (Financial Economics)
University Malaysia Sabah
htwong@ums.edu.my
088-320000
- ✓ Salmiah Binti Rusdi
Akauntan W41
Jabatan Akauntan Negara Cawangan Sandakan
089-668330

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date : 22.05.2017

Place : Sandakan

(Azmi Bin Arsad)