

## RESUME



Mohammad Nor Iman Bin Mukhtar

Kampung Cheruk Beras Ulu

Mukim Teloi Kanan

09300 Kuala Ketil Kedah

Telephone no : 017-4397356

E-mail Address mohdnoriman39@yahoo.com

### PERSONAL PARTICULAR

Date of birth 13 /06/1994

Place of birth : Hospital Sungai Petani,Kedah

Marital status : Single

Nationality : Malaysian

### EDUCATION

| <i>(Year)</i> | <i>(Institutions)</i>         | <i>(Academic Certs)</i>                 |
|---------------|-------------------------------|---|
| 2012 -        | Politeknik Sultan Abdul Halim | Diploma in Accountancy                  |
| 2015          | Muadzam Shah,Jitra,Kedah      | ( CGPA ; 2.62 )                         |
| 2007 -        | S.M.K Tanjung Puteri          | Certificate in Sijil Pelajaran Malaysia |
| 2011          | Kedah                         | ( CGPA : 1A 1B 3C 1D 1E )               |

## WORK EXPERIENCE

Current Job

Receptionist at kl guest hotel

JUNE 2014 – NOV 2014

Industrial Trainer Warisan Integriti,

Taman Desa Bidara,

09300 Kuala Ketil Kedah

*Responsibilities :*

- Preparing Financial Statements
- Key-in payroll system for salaries workers
- Key-in UBS
- Key in data expenses for company

## OTHER INFORMATION

- Proficient in Microsoft Word, Powerpoint and Excel.
- Full clean driving license (B2 ) and my own vehicle.
- Can work under pressure and meet tight deadlines.
- Fluent in written and spoken Bahasa Malaysia and English.
- Can work overtimes.

## REFERENCE

The following persons have agreed to provide any additional information regarding my qualifications and characters :

Pn.Ramlah Binti Yusoff

En Zambri

Pensyarah Akademik

Accountat at warisan integriti sdn bhd

Politeknik Sultan Abdul Halim,

kuala ketil

Muadzam Shah,Jitra,Kedah

Kedah