

# RESUME



**EXPECTED SALARY: RM 1400**

## OBJECTIVE

To pursue a highly seeking for an opportunity in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth especially in accounting line.

## SKILLS

### COMPUTER SKILLS

- Microsoft Office (Word, Excel, PowerPoint, Publisher and etc.)
- Mind Your Own Business (MYOB)

### RELEVANT COURSEWORK

- Financial Accounting and Financial Management

### LANGUAGE SKILLS

- Malay : Excellent written and spoken
- English : Moderate written and spoken

## NUR IZZATI BINTI MOHAMMAD AZMI



**NO. 366, JALAN HAJI WAHAB, KAMPUNG TENGAH,  
32800 PARIT, PERAK DARUL RIDZUAN**



**014-3017190 @ 011-21576001**



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## EXPERIENCE

### INTERNSHIP • WAN NADZIR & CO • AUGUST 2015 – JAN 2016

Assist to recording all accounting transaction on behalf of client to the Mind Your Own Business (MYOB) accounting system.

### ACCOUNT ASSISTANT • SINPEN ENGINEERING SDN. BHD. • MARCH 2017

Maintained proper filing and documentation.

## EDUCATION BACKGROUND

### 2013 - 2017 • BACHELOR IN ACCOUNTANCY (HONS)

MARA University of Technology (UITM)  
Campus in Puncak Alam, Selangor.  
CGPA : 2.73

### 2010 - 2013 • DIPLOMA IN ACCOUNTING INFORMATION SYSTEM

MARA University of Technology (UITM)  
Campus in Arau, Perlis  
CGPA: 3.17

### 2008 - 2009 • SIJIL PELAJARAN MALAYSIA (SPM)

SMK. KEBANGSAAN ISKANDAR SHAH,  
32800 PARIT, PERAK  
SPM: 3A, 1A-, 1B, 2C+, 1C, 1D

## SPECIAL QUALITIES

- Good communication and computer skills
- Punctual and responsible
- Fast learner and hardworking
- Able to work under pressure and overtime
- Able to work independently and in team.

## EXTRA CURRICULAR ACTIVITIES

- 2016** Participant in Students' Management Accounting Conference 2016
- 2014** Participant Public Sector Exhibition Day for Faculty of Accountancy, UITM Bandaraya Melaka
- 2013** Participant in Seminar Bringing Out Our Future Leaders organized by Faculty of Accountancy and Chartered Institute of Management Accountant, UITM Arau
- Committee Members in Seminar Bringing Out Our Future Leaders organized by Faculty of Accountancy and Chartered Institute of Management Accountant, UITM Arau.
- 2012** Committee member and spiritual welfare bureau of 'Kelab Rakan Muda'
- 2010** Participant in 'PROGRAM LATIHAN KHIDMAT NEGARA 2010'
- 2009** Committee Member of School Prefect
- Participant in Leadership Course of Prefect
- Participant in "Pertandingan Kuiz Pelaburan PNB 2009"

## REFERENCES

UNIVERSITI TEKNOLOGI MARA  
(UITM)  
KAMPUS PUNCAK ALAM,  
BANDAR PUNCAK ALAM,  
42300 KUALA SELANGOR,  
SELANGOR

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LECTURER

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LECTURER