

LYANA NASHERY ANAK JONATHAN

JANTING



ACCOUNTING & ADMINISTRATION

EMAIL

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ADDRESS

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PHONE NUMBER

01119684787

ABOUT ME

A confident and enthusiastic self-starter with a strong communications, interpersonal and leadership skills. Proven academic and curricular achievement, and possess the right technical and soft skills required to assist the organization achieve its goals and objectives.

SKILLS

UBS	● ● ● ● ●
SAP	● ● ● ● ●
SPPS	● ● ● ● ●
MS Excel	● ● ● ● ●
MS Office	● ● ● ● ●
DEAP (Data Envelopment)	● ● ● ● ●
MYOB	● ● ● ● ●

LANGUAGES

Malay	● ● ● ● ●
English	● ● ● ● ●

WORK EXPERIENCE

 May 2017-July 2017

ACCOUNT EXECUTIVE (SL1M TRAINEE)

HGST MALAYSIA SDN BHD


Manage the submission of GST claim every month for company. Deal with warehouse and procurement department. Submit an output and input tax of the company to claim GST.

 Feb 2017-April 2017

INDUSTRIAL TRAINING

HGST MALAYSIA SDN BHD

Handle full set of GST claim submission for the company which is include input, output tax and ATS.

 Dec 2015 – March 2016

PART TIME CASHIER

RONG ANN TRADING COMPANY

Manage shop daily operation and inventory storekeeper.

 Feb 2014 – May 2014

PART TIME WORKER

UNIMAS ENTREPRENEURSHIP KIOSK

Manage and selling food in campus kiosk and deal with the food supplier.

 July 2013 - Nov 2013

ACCOUNT CLERK

HII TOH LEE SDN BHD

Manage Bank reconciliation, accounting transaction in subsidiary company, petty cash, purchasing, salary, and inventory.

EDUCATION

 Sept 2013 - Jan 2017

DEGREE IN ECONOMICS (SERVICE)

UNIVERSITY MALAYSIA SARAWAK

Faculty of Business and Economics with CGPA 2.88. Studies about Transportation Economics, Recreational Economics, basic fundamentals in account, managing the small business, the services regulation and policies, the financial institution and the real estate.

 July 2010 – Jan 2013

DIPLOMA IN ACCOUNTANCY

KOLEJ PROFESIONAL MARA BANDAR PENAWAR

Studied accounting with CGPA 3.45. Studies about Financial Accounting 1-5, managerial accounting, business fundamental, microeconomics and macroeconomics, entrepreneurship business plan, fundamental of management, auditing and accounting theory and practices

AWARDS

-  **BEST COURSE AWARD 2012**
-  **WINNER BUSINESS PLAN COMPETITION 2013**
-  **DEAN LIST AWARD 2011**

REFERENCES

LAI WAN CHIEW

HGST MALAYSIA SDN BHD

SAMAJAYA FREE INDUSTRIAL ZONE KUCHING
Tel: 082-591000

GIMA AK MENGKANG

PEJABAT DAERAH KANOWIT

PEJABAT DAERAH KANOWIT, KANOWIT SIBU SARAWAK.
Tel: 084-752939