

ZULAIKHA ATHIRAH BINTI FUAD

PROFILE

Agile, fast learner with strong communication skills and able to lead a team. Able to work under pressure and adapt to the environment for the profitability and sustainability of the company.

EDUCATION

Master of Islamic Banking and Finance, 08/2023

Universiti Teknologi Mara - Shah Alam, Malaysia

CGPA: 3.57

Bachelor of Finance (Hons), 06/2021

Multimedia University - Cyberjaya, Malaysia

Foundation in Management, 03/2018

Multimedia University - Cyberjaya, Malaysia

ACCA Qualification (F1, F2, F3), 12/2016

Excellence Training Centre - Doha, Qatar

International General Certificate of Secondary Education, 07/2014

Dukhan English School - Dukhan, Qatar

WORK EXPERIENCE

Fund Accountant (Switzerland), 07/2021 - 03/2022

Royal Bank of Canada, Cyberjaya - Malaysia

- Responsible for production and delivery of prices for allocated funds.
- Ensure tolerance checks are complete and any outstanding items are investigated and cleared.
- Ensuring high quality (consistency & accuracy) of allocated NAV deliverables.
- Maintain strong working knowledge of the various accounting policies for different fund types.
- Involve in end-to-end process of cash and stock reconciliation to NAV processing.

Finance Intern, 03/2021 - 06/2021

Top Glove, Klang - Malaysia



CONTACT DETAILS

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LINKEDIN

linkedin.com/in/zulaikhaathirah

LANGUAGES

- Malay - Proficiency in writing and speaking
- English (IELTS: BAND 6 | MUET: BAND 4) - Proficiency in writing and speaking

RESEARCH PUBLICATION

- THE DETERMINANTS OF DIVIDEND PAYOUT ON SHARIAH COMPANY: A CONSTRUCTION SECTOR IN MALAYSIA

- Identify and communicate finance issue for top management.
- Responsible for account related data entry through SAP and LGM system.
- Assist superior in liaising with clients in providing information and supporting documents.

Lovisa, 06/2017 - 12/2017

Sunway Pyramid, Subang Jaya - Malaysia

- Manage customer interactions and stock responsibilities.
- Efficiently navigate through the intricacies of account handling processes.
- Skillfully executed tasks such as issuing receipts, processing refunds, and managing item exchanges.

LEADERSHIP AND INVOLVEMENT

Executive Committee Member (Industrial Relations), Cyberjaya Accounting Club

(March 2020 – June 2021)

- Fully responsible in liaising with industrial firms such as EY, PWC and KPMG.
- Regularly assist top management to organise events.
- Monitor and report to Director and Assistant Director of Industrial Relations on the activity status during important events.

Personal Assistant, Career Fair

(January 2020)

- Collaborated with Hartalega booth, drawing in an impressive influx of over 100 visitors.

Executive Committee Member (Internal Engagement), Cyberjaya Accounting Club

(October 2019 - December 2019)

- Assisting the Director in charge of liaising with professional bodies and sponsor partners.
- Participated in all planned events as an organising committee member.
- Assisted in managing CAC Night 2020.

Committee Member, (Welfare Bureau), Sekolah@MMU

(October 2018 - January 2019)

- Spearheaded on-campus initiatives with Sekolah@MMU with secondary schools across Malaysia.
- Facilitated instructional sessions on the utilisation of Adobe Photoshop for the students.
- Catering the needs of more than 100 students over a three-day period, including arranging accommodations, meals, and coordinating sports activities.

TRAINING CERTIFICATIONS

- Shariah Compliance, Audit & Risk Management Executive Training (2023)
- Career Jumpstarter 2020 Workshop (2020)
- Employee Market Volatility with EY (2020)
- Work Ethics with Grant Thornton (2020)
- Ingenious Mind Challenge (2019)
- Silver Award of Duke of Edinburgh (2013)
- Dukhan English School Model United Nations Press Team (2012)

SKILLS

- Microsoft Office/Excel - Advanced
- Multifond - Intermediate
- PControl - Intermediate
- SAP Software - Beginner

VOLUNTARY EXPERIENCE

**Corporate Social Responsibility (CSR)
Pos Kuala Mu, Perak (2018)**

- Prepared food and drinks for Orang Asli community.
- Organised fun games and activities for the native kids accompanied with gifts and souvenirs.

Charity

**Pusat Jagaan Kanak-Kanak Nur Qaseh,
Kuala Lumpur (2016)**

- Social engagement and organised games for the orphanage.
- Provided food and drinks to the orphanage.

Committee Member, (Multimedia Bureau), Sekolah@MMU

(June 2017 - September 2018)

- Spearheaded on-campus initiatives with Sekolah@MMU with secondary schools across Malaysia.
- Facilitated instructional sessions on the utilisation of Adobe Photoshop for the students.
- Took on the role of an emcee at Sekolah Izzudin Shah (SIS), Ipoh, successfully overseeing a group of more than 90 students for a span of three days.

REFERENCES

Associate Professor Dr. Sharifah
Faigah Syed Alwi

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