**Green Garfield**

[**+**](mailto:ngpuimin@gmail.com)

**EDUCATION**

**Bachelor of Accountancy (Hons)**

University of Ford

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Cumulative GPA: **3.69**/4.00 (First class)

Affiliate of Malaysian Institute of Accountants (MIA)

Merit Scholarship Holder

Award 6 consecutive Dean's List for excellent academic achievement

**WORK EXPERIENCE**

**P Sdn Bhd**

*Audit Trainee*

Jan 2023 - Jun2023

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Gained hands-on experience across multiple audit cycles, including Revenue, Inventory, and

Financial Instruments, contributing to a holistic understanding of audit processes.

Engaged in 13 audit engagements across industries like flour trading, contributor engagements,

property development, construction, and palm oil, demonstrating flexibility and exposure to various

sectors.

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Tackled real-world challenges during the peak period of the audit industry, showcasing exceptional

problem-solving skills and critical thinking in the preparation of audit working papers. Demonstrated

strong time management and stress resilience under high-pressure conditions.

Facilitated independent statutory audits, communicated in multilingual settings, and actively

participated in team-building events, showcasing strong communication and teamwork abilities

during the internship.

**J Sdn Bhd**

*Account Assistant (Intern)*

**Mar 2020 – Jul 2020**

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Assist Accounting Executive in doing nominal bookkeeping.

Filed and archived 10 years of accounting documents during working periods.

**EXTRACURRICULAR ACTIVITIES**

**Program Master**

**Jun 2022 – Aug 2022**

*STACT Rendering Service 2022 - University*

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Making master plan and program flow for the whole event.

Coordinator between department and department.

Arranged the work of 30 committee members on event days.

**Multimedia Coordinator**

**Jan 2022 – Mar 2022**

*January Session Gathering Night 2022 - University*

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Collaborated with team of 10 members.

Communicated and Collaborated with Off-campus Conservatories.

High ability in communication, coordination and dealing with emergencies.



**Multimedia Coordinator**

**Aug 2021 - Dec 2021**

*STACT Carnival 2021 - University*

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Prepare and conduct presentations for four 100 participants' live online events festival and high-

cooperate with emcees.

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Awarded The Best Multimedia Coordinator due to outstanding performance out of 20 committees.

**SKILL & CERTIFICATES**

**Skills:** Microsoft Office (Excel, PowerPoint, Word), IDEA Sampling, Million Accounting system, Canva,

Padlet, Clipchamp video editor

**REFERENCE**

Available upon request.

