Speedy

OBJECTIVE

A highly motivated and hardworking in seeking a position or role in a company where I can launch my

career and build a valuable skill set. To get an opportunity where I can make the best of my potential,

contribute to the organization’s growth and take the company to the next level.

WORK EXPERIENCE

Oct 2022 – Feb 2024

Audit Trainee | K Sdn Bhd

Assisted in preparing Audit Working Paper to be presented to the manager and

partner in-charge.

Analyzed financial data using audits software to identify trends, anomalies or

deviations.

Attended the annual stock count in various locations to verify the existence of

the assets reported in the client's account.

Assisted in the examination of documents to ensure accuracy and compliance

with applicable standards, procedures and regulations.

Aug 2022 – Sept 2022

Assistant Teacher | Montessori

Maintained cleanliness of the classroom to ensure comfortable play & learning

experience.

Prepared learning materials.

Assisted assign teacher to ensure smooth learning process.

Supervised and ensured the safety and well-being of the students at all times.

Store Assistant

Assisted customer with excellent customer service.

Keep track of inventories in and out.

Mac 2018 – Jun 2018

Ensure items and price were labelled correctly.

Arranged all the stocks neatly at its designated shelves.

EDUCATIONAL BACKGROUND

University

Bachelor of Commerce (Hons.)

2021 - 2024

2018 - 2021

2013 - 2017

University

Diploma in Accounting

Sekolah Menengah Kebangsaan

Malaysian Certificate of Education (SPM)

SKILLS

Microsoft Word

SQL Accounting

Microsoft Excel

Microsoft PowerPoint

PERSONAL STRENGTHS

Attention to details Hardworking

Fast Leaner

Teamwork

Time management

Communication

Problem-solving

Work etics

Responsible

Adaptability



LANGUAGE PROFICIENCY

Malay - Native Speaker

English - Intermediate

