

WAN IZZATY RAIHA BT WAN HASSAN

BACHELOR OF ACCOUNTANCY (HONS)

No. 20, Jalan Pelindung Perdana, Perkampungan Pelindung Perdana, 26100, Kuantan, Pahang 016-940 3383 I wanizzatyraiha_wanhassan@yahoo.com

Seeking a permanent position in organization that could offers a professional working environment that enables me to grow while meeting the organization's goals.

ABOUT ME

 Age
 : 30 years

 Marital Status
 : Married

 Date of Birth
 : 25-Oct-90

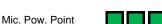
 IC No.
 : 901025-06-5280

Nationality : Malaysia
Gender : Female
Willing to Travel : Yes
Driving Lisence : B2, D

SKILLS

Mic. Words

Mic. Excel





MYOB



STRENGTH

- Eager to learn new things and challenging skills.
- Able to work in a team, work independently and work under pressure with commitment.
- Able to manage time effectively, prioritize tasks and work to meet deadlines.
 - Good and fast learner and sense of responsibility.

WORKING EXPERIENCE

KOPERASI KAKITANGAN KUMPULAN PKNP PAHANG BERHAD

- Record and updating monthly account into system
- Do the bank reconciliation and prepare annual budget for Koperasi
 - Update and keeping record of fixed assets
- Carry out the responsibility of finding new investment for Koperasi
 - Do the minutes of meetings for every BOD meeting
 - Do the administrative and handle legal action matters
 - Prepare and updating the standard of procedures (SOP)

MALAYSIAN INSTITUTE OF ACCOUNTANTS

Position: Junior Executive Finance (GL)

Position: Pegawai Ekonomi

Sept 2015 - Apr 2018

Jun 2018 - Present

- -Updating monthly financial result on the Institute's performance -Monitor actual income and expenses vs budget variances
 - -Update HOD's on their departmental performance
- -Carry out the responsibility of monthly closing activities and prepares journal voucher
 - -Prepare analysis of account for audit and AGM purposes
 - -Do JPKA Report in time-every quarter and send to Treasury
 - -Checking AR bad relief for GST purpose
- -Support in house keeping of GL acc to ensure only relevant and valid items outstanding

Position: Junior Executive Finance (AR)

July 2014 - Aug 2015

Feb 2014 - June 2014

- -Update payment received in the systems
- -Ensure the collection being bank in promptly
- -Prepare and posting GL for daily transaction
- -Do the bank reconciliation and collection receive for Budget Booklet
- -Monitor and maintains transaction error which do not post into system
 - -Record payment received for Budget Booklet Sales
 - -Assist in handling members enquiries via phone and email

RISDA IKPK (TEMERLOH)

LANGUAGE

English

Malay



Position: Assistant Finance

-Maintanis accounting records by making copies, filling documents

-Reconciles bank statements by comparing statements with general ledger

-Input type vouchers, invoices, cheques, account statements, reports and other records

-Process bills for payment and issue cheques for account payable

-Prepare monthly report and sent to HQ

REFERENCES

Mdm Inaliah bt Mohd Ali Lecturer Faculty of Accountancy University Tenaga Nasional Campus Muadzam Shah Tel: 09-455 2020/Ext: 3129 inaliah@uniten.edu.my

Mr. Wong Chee Khay Finance Manager Malaysian Institute of Accountants Dewan Akauntan, No.2 Jalan Tun Sambanthan 3, Brickfields, 50470 Kuala Lumpur.

Tel: 603-2279 9200 wong@mia.org.my

WORKING EXPERIENCE (CONT')

Lau, Wong & Yeo (Kuantan)

Position : Audit Assistant June 2013 - Jan 2014

-Count the stock and the procedure of stock take -Inspect the financial statement for accuracy

-Verify the supporting doc of bills, receipts and reconciliation statements

-Find out any discrepancies within the documents and statements and

post relevant entries to make corrections

-Prepared the audit report and compute the tax liability for client

EDUCATION

Universiti Tenaga Nasional Campus Muadzam Shah, Pahang 2009 - 2013

Programme : Bachelor of Accounting (Hons.)

CGPA : 3.54

Universiti Tenaga Nasional Campus Muadzam Shah, Pahang 2008 - 2009

Programme : Foundation in Accounting

CGPA : 3.41

CO-CURRICULUM ACTIVITIES

- Being a Floor Marshal at Malaysian Institute of Accountants since July 2015-June 2016
 - Participated in Sunway University Business School "Run for Hope" 2014
 - Participated in Military Reserve Force (Askar Wataniah) since November 2011
 - Committee Member in Accounting Symposium, Rallying Calls for Accountability
 - Participated in Deloitte Tax Challenge 2010
 - Participated in HRC Family Day 2010 by Uniten
 - Participated in Netball (above 18) in IIUM Kuantan 2007
 - Prefect Member SMK (P) Methodist, Kuantan

TRANSPORTATION

· Having driving license and own transport.