



NURUL AIN NATASHA BINTI AHMAD FADZILLAH

INFORMATION

I am fast learner person and a person who can receive instructions. I can work under pressure and love working in groups . I will do my job well and give my full commitment.

WORK EXPERIENCE

BUSINESS STUFF

TAQWA WEALTH ADVISORY PLT | Aug 2019 - Jan 2021

- Handling business operation and administration
- Handling pending case
- Help in filing and documentation for business
- Handling schedule for any programe

SALES REPRESENTATIVE

JIE BUSINESS SDN BHD | April 2018 - May 2019

- Do marketing
- Do sales

ACCOUNT CLERK

Chong Management Services | Aug 2017 - Mac 2018

- Preparing full set of account
- Handling computer software such as UBS,SQL,Million & Peachtree
- Preparing and completing Tax,Business Proposal & Company Secretary

EDUCATIONAL HISTORY

SM SAINS RAJA TUN AZLAN SHAH,TAIPING

PMR & SPM | FEB 2009 - NOV 2013

- PENILAIAN SIJIL MENENGAH RENDAH (5A 3B)
- SIJIL PELAJARAN MALAYSIA (4A,1B+,2C+,2D)

POLITEKNIK SULTAN AZLAN SHAH,BEHRANG

DIPLOMA ACCOUNTANCY | JUNE 2014 - JUNE 2017

- CGPA : 3.24
- Major in Accountancy

REFERENCE

■ Puan Aznin Binti Nazarudin , Academic Advisor/Lecturer
017 - 574 1682

■ Puan Mardhiah Binti Abu Bakar , Senior Executive Partner
019 - 722 6350

CONTACT ME AT

📍 NO 52 PERSIARAN KELEBANG
SELATAN 10,TAMAN BERTUAH
31200 CHEMOR,PERAK

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📞 013 - 449 4619

PROFILE

DOB : 10 AUGUST 1996

MARITAL STATUS : MARRIED

NATIONALITY : MALAYSIAN

SKILLS SUMMARY

●●● Proficient in Microsoft Word,
Microsoft Excel,Powerpoint &
UBS Accounting System

●●● Comfortable in speaking &
writting in Bahasa Malaysia &
English

●●● I am fast learner as I am
capable in mastering skills in a
short period of time

●●● Able to preparing full set of
accounts

AWARDS RECEIVED

📖 Full colours award in Co-
curriculum in school (2013)

📖 Contribute medal for school in
hocley sport (2009-2013)

📖 Contribute district in Handball
sports (2012)

📖 Contribute in Hockey
Tournament MSP (2015)

📖 Award recipient Trial 1 in
convocation with CGPA 3.24
(2017)

📖 MUET Band 3