

RAJA NUR ALIA BINTI RAJA LOPE AHMAD

CONTACT INFORMATION

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Pulai Height,31350 Ipoh,Perak Darul Ridzuan.

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OBJECTIVE

I am currently looking for a job position in accounting and finance where I can utilize my skills and contribute to the economic market. I am eager to learn, and excited about beginning my career in this dynamic and challenging industry.

EDUCATION BACKGROUND

June 2009 – March 2015	<u>Bachelor's Degrees</u> Institutions/University: Multimedia University Cyberjaya Field of Study: Bachelor of Accounting GRADE:3 rd Class
June 2006 – June 2009	<u>Diploma</u> Institutions/University: Multimedia University Malacca Field of Study: Diploma in Accountancy GRADE:3 rd Class
January 2005 – December 2005	<u>Upper Secondary High School</u> Institutions: SMK ST. Teresa, Kuching, Sarawak Field of Study: Applied account subject

EXTRA-CURRICULAR ACTIVITIES AND ACHIEVEMENTS

Upper Secondary School level:

2005: Member of Science and Mathematics Club, Fire Brigade Cadet and Indoor Games Club.

2006: Participant of Program Latihan Kidmat Negara (PLKN) Kem Putra Sentosa,Lundu,Sarawak.

Diploma Level:

- As a Committee of Event Management of “Karnival Keluarga Bahagia” organised by Institusi Usrah Society.
- Member of Institusi Usrah Society, MMU Melaka.
- Member of MMUSIC Club.

Degree Level:

- **Event Activities indoor Campus:**
 - Committee of Event Management; Annual Event MMU Awards (2010), Annual Event College Hostel Festival (2010), Convofest in Florist Division (2010) and Bazaar Division (2011) and SRM Lambang Kasih programme at Kuala Selangor,
- Member of ENACTUS Club.
- Member of Chess Club.

Current Level:

- Joined Programme Training Course “Bengkel MBRS under MACS” on 2018
- Joined Seminar “Budget Proposal 2020 under LHDN” on 2019

LANGUAGES AND SKILLS

Languages	Level
Bahasa Malaysia	Advance in Reading, Writing and Speaking
English	Intermediate in Reading, Writing and Speaking
Mandarin	Basic in Speaking and Reading (learnt in University)
Spanish (International)	Basic in Speaking and Reading (learnt in University)

Computer Skills	Types
Beginner	UBS Accounting, Autocount Accounting and Payroll, SAP Systems.
Intermediate	Audit Express Systems and MYOB Accounting Systems.
Advanced	Microsoft Office (Word, Excel and Power Point)

WORK EXPERIENCE

Suzi & Associates 22th June 2015 – Present Position: Account Associates	<ul style="list-style-type: none">• Analyse company’s financial year and carry out validation from accounts data been recorded.• Prepare full sets accounts and perform month-end account closing activities and reconciliations accounts.• Perform accounting analyses and reporting to support decision-making purposes.• Manage all information and update in accounting systems and generate client’s accounting reports.
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<u>Lee,Yip & Associates</u> 3rd March 2014-28th August 2014 Position: Internship (Degree)	<ul style="list-style-type: none"> •Conducted comprehensive financial audits, compliance audits, and agreed-upon procedures. •Proposed the adjusting journal entries and discuss audit findings with clients. •Performed the internal control and substantive testing. • Proposed adjusting journal entries and discuss audit findings with clients.
<u>Malaysian Airport,Kuching Sarawak</u> 28th October 2008 – 28th January 2009 Position: Internship (Diploma)	<ul style="list-style-type: none"> •Prepared and record the accurate files • Recorded time monthly concession fees and airport activity fee and airport authorities. • Recorded and manage their accounts and fix the problem relate to the account. •Checked and audit airport inventories and update condition data. •Prepared monthly and quarterly the financial reports.

CURRENT / BASIC SALARY

RM 1,800

REFERENCES

Name	Siti Aqilah Al-Juwairiyah Binti Aminuddin
Position	Assistant Vice President, Tax Budget and Group Reporting at MIDF Group
Contact Number	017-3169238
Email	jasila94aqilah@gmail.com

Name	Suzila Binti Mohd Dali
Position	Manager of Suzi & Associates
Contact Number	019-5759530
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