

RESUME



NOOR AZWANI BT MUHAMAD HANAFI

No 24-A Jalan Tadika Kampung Lawar Batu Melintang

17600 Jeli Kelantan

013-980 7098

noorazwani27@gmail.com

PERSONAL DETAILS

Date of birth : 18 September 1991

Marital Status : Single

IC No. : 910918-03-6078

Race : Malay

ACADEMIC QUALIFICATIONS

Sept 2013 – July 2016 : Bachelor of Accountancy (Hons.)

UiTM Kampus Sungai Petani

CGPA ; 2.80

July 2009 – May 2012 : Diploma in Accountancy

Politeknik Sultan Haji Ahmad Shah (POLISAS)

CGPA ; 3.51

2008 : Sijil Pelajaran Malaysia (SPM)

Sekolah Menengah Kebangsaan Tanah Merah 1

2A 2B 3C 2D

WORK EXPERIENCES

Nov 2016 – now

Accounts Executive at D LA Technology Sdn Bhd

- Kept record of daily transactions and including storage of all receipts, invoices, vouchers and other related documents
- Follow up with debtors about the payment every month
- Assist in purchasing verification such as supplier, services and transportations

July 2016 – Nov 2016 **Accounts Assistant at BD Aggregators Sdn Bhd**

- Kept record of daily transactions and including storage of all receipts, invoices, vouchers and other related documents
- Follow up with debtors about the payment every month
- Assist preparing in management accounting

Aug 2015 – Jan 2016 **Industrial training at Zac Management Services**

- Prepared financial account using UBS system
- Managed audit files in computer and paper form

June 2012 – Aug 2013 **Accounts Clerk at Federation of Malaysian Manufacturer (Eastern Branch)**

- Kept record of daily transactions and including storage of all receipts, invoices, vouchers and other related documents
- Promoted programs for company in website
- Involved in administration works

ACHIEVEMENTS

Politeknik Sultan Haji Ahmad Shah (POLISAS)

Dec 2011 – May 2012 - Dean's List Semester 6 (GPA ; 3.60/4.00)

July 2009 – Dec 2009 - Dean's List Semester 1 (GPA ; 3.82/4.00)

EXTRA – CURRICULAR ACTIVITIES

- June 2015 - Organized faculty's annual dinner
- April 2012 - Seminar Simulasi Pengauditan
- December 2011 - Kursus Asas Keusahawanan Siswa (KAKS) 2011
- February 2010 - Kursus Asas Rekreasi Kembara Siri (2/2010)
- Julai 2008 - Pembantu Khas Karnival Sains dan Teknologi Peringkat Negeri Kelantan
- Mei 2007 - Bengkel Kepimpinan Kelab Pengguna
- April 2007 - Perkhemahan Perdana Kali Ke 13, 2007 Pasukan Kadet Briged Bakti

SKILLS

Languages : Bahasa Melayu (Excellent Converse, Read, Speech and Writing)
English (Able to communicate, Read, Speech and Writing)

Computer : Microsoft Word, PowerPoint and Excel
201p-Sage UBS Computerised Accounting (Credit)
201p-Sage UBS Computerised Stock Control (Credit)

Interpersonal skills :

- Ability to organize accounting entries accurately in general and specialized journal
- Follow instruction and ability to give commitment for any kind of works
- Ability to work individually and in teams
- Have high energy and willing to work overtime
- Results oriented and passion to achieve goals and targets
- Hardworking person, self-motivated, meticulous, team player and able to work well under pressure and minimum supervision.

REFERENCES

Pn. Zuraina Binti Yahya
Human Resources of D LA Technology
No 54 & 54A, Jalan Keluli AN7/AN,
Pusat Perniagaan Bukit Raja, Seksyen 7,
40000 Shah Alam
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En. Azlan Bin Tahir
Manager of BD Aggregators Sdn Bhd
Unit PS-2-7, 2nd Floor, Pelangi Sentral,
Pelangi Damansara, PJU 6,
Persiaran Surian,
47800, Petaling Jaya, Selangor

