





CONTACT INFORMATION

: 534, JALAN SRI PENAGA 19,
TAMAN SRI PENAGA 2,
70200, SEREMBAN,
NEGERI SEMBILAN

: +60163809141

: intanrafiee@yahoo.com

EDUCATION BACKGROUND

UNIVERSITI TEKNOLOGI MARA (UITM) SEREMBAN, NEGERI SEMBILAN

Bachelor OF Administrative Science
December 2011 – January 2015

UNIVERSITI TEKNOLOGI MARA (UITM) MERBOK, KEDAH

Foundation OF Law
May 2010 – July 2011

SMK AMINUDDIN BAKI, KUALA LUMPUR

SPM: 2009

PMR :2007

SK LUI SELATAN (FELDA), NEGERI SEMBILAN

UPSR : 2004

INTAN NUR SYAZWANI BINTI RAFIEE

OBJECTIVES

- Seeking for job opportunity that can expose and give me different kind of experiences in different industry.
- Seeking for job environment that will enhance my skills and knowledge hence establish a career for myself

WORKING EXPERIENCES

PEJABAT SETIAUSAHA KERAJAAN NEGERI SEMBILAN

- Internship (July 2014 – August 2014)
- Unit Pengurusan Bangunan & Aset
 - Introduced with the use of KEW-PA2, KEW-PA3, KEW-PA4 and KEW-PA5
 - Ensure all the assets owned by the state government and agencies are registered with Assest Department
 - Do inspection to ensure all the assets are registered
 - Administrative task : filing, data entry and power point presentation
 - Prepare the meeting room

ALCATEL LUCENT MALAYSIA SDN BHD (ALU MALAYSIA)

- Assistant Accountant (June 2015 – January 2016)

NOKIA NETWORKS

- Assistant Accountant (January 2016 - Present)
- ALU successfully merge with Nokia in January 2016
 - Receive and record vendor invoices, pass to respective person who created the PO to do the GR
 - Scan invoices and email to accenture team for posting in SAP System
 - Update vendor's statement of account on monthly basis and inform if any issues arise about invoices
 - Check employees claim on weekly basis, update the status of the claim to employees
 - Communicate with employee about the travel policy to ensure travel claim expenses can be reimburse without issues
 - Prepare cheque and bank draft
 - Assist Financial Officer on ad hoc task : assist during Audit process, Checking assets at warehouse

EXTRA CURRICULAR ACTIVITIES

- Member of Kelab Fasilitator Pelajar (Kefajar)
- Committee Member of Pesta Rakyat organized by Kefajar
- Committee Member of Bold for Gold organized by Kolej Melati
- Joined Larian Mengubah Destini Anak Bangsa, Putrajaya
- Joined Sukan Antara Kolej (SUKOL), UiTM Shah Alam
- Member of Gamelan Club Kolej Melati
- Facilitator of Kembara Pendidikan, SM Teknik Tuanku Jaafar
- Librarian Prefect (SMK Aminuddin Baki, KL)
- Pertandingan Kawad Kaki Badan Beruniform Peringkat Sekolah
- Nasyid

SKILLS

- Microsoft Office (Word, Power Point, Excel)
- SAP System (Account)
- Languages: Bahasa Melayu (Excellent)
English (Good) MUET : BAND 3

REFERENCES

Name : Ng Pei Leng
Contact: 03-20280018
Position : Finance Controller Officer

Name : Mohd Mohiyuddin Bin Mohd Sulaiman
Contact : 017-3313015/ mhyd@yahoo.com
Position : Lecturer