

No 80 Jalan Tas 8,
Taman Tas,
Jalan Gambang,
25150 Kuantan
Pahang

02 Oktober 2020

FAR EAST HOLDINGS BERHAD

Level 23, Menara Zenith,
Jalan Putra Square 6,
25200 Kuantan,
Pahang Darul Makmur

Dear Sir,

I would like to apply for the post as an **Internal Audit Executive** in your institution to enhance my knowledge and acquired new experience.

I graduated from University of Malaya with a **Degree in Accounting** on May 2009 and also member of **Malaysian Institute of Accountants (MIA)**. Currently, I am working at Pahang Corporation Sdn Bhd as Senior Account Executive. Previously I am working at Rumpun Timur Sdn Bhd (wholly-owned subsidiary of Perbadanan Kemajuan Negeri Pahang) as an Account Executive. However, working for your company appeals to me because of strong reputation and provide excellent practice.

During my internships at the Perbadanan Kemajuan Negeri Pahang and Wan Nadzir & Co., Kuantan, I dealt with various account transactions and such experiences allowed me to learn important skills and to develop the confidence needed to succeed in a competitive environment.

I am a motivated and independent individual who can easily adapt into new situations with a creative and resourceful attitude and therefore, I am so enthusiastic in extending my best services and hoping that I can contribute with my proficiency and my ability to work cooperatively in your organization.

I would be grateful if you could give me an opportunity for an interview according to your convenience time.

Thank You.

Yours Faithfully

HASRUMA

(Hasruma binti Alias)

Enclose:

Resume

Passport size photo



HASRUMA BINTI ALIAS
NO 80 JALAN TAS 8
TAMAN TAS
JALAN GAMBANG
25150 KUANTAN
PAHANG
H/P: 012-9575038
E-MAIL: hasrumaalias@yahoo.com

OBJECTIVE

To obtain a challenging position in **Internal Audit Executive** field that offer extensive learning and opportunities growth.

ACADEMIC QUALIFICATIONS

- **Member of Malaysian Institute of Accountants (MIA)**
CA Number: 40411
- **University of Malaya, Kuala Lumpur**
4 July 2005 - 2 May 2009
Bachelor in Accounting
CGPA: 2.50/ 4.00
- **Politeknik Sultan Haji Ahmad Shah, Kuantan**
1 December 2001- 22 December 2004
Program: Accounting
CGPA: 3.24/ 4.00
- **Malaysian University English Test (MUET)**
Band: 3/ 6
- **Sekolah Menengah Teknik Seri Pelindung, Kuantan**
23 February 1999 - 31 December 2000
SPM: 2A's
- **Sek. Men. Keb. Paya Besar, Kuantan**
2 January 1996 - 22 February 1999
PMR: 2A's

WORKING EXPERIENCES

Date	: 16 March 2020 – Present (Senior Account Executive)
Department	: Finance Department, Pahang Corporation Sdn Bhd
Job Descriptions	: Prepare full set of accounts, account console and yearly budget for the group of company, bank reconciliation, payments for suppliers, report of budget and others.
Date	: 18 April 2010 – 15 March 2020 (Account Executive)
Department	: Finance Department, Rumpun Timur Sdn Bhd
Job Descriptions	: Prepare full set of accounts, bank reconciliation, payments for suppliers, report of budget and others.
Date	: 5 May 2008 - 11 July 2008 (Industrial Training)
Department	: Finance Department, Perbadanan Kemajuan Negeri Pahang
Job Descriptions	: To record various transactions for different departments such as receipts and payments, finance, claims and payroll.
Date	: 6 June 2003 - 31 July 2003 (Industrial Training)
Department	: Audit and Tax Departments, Wan Nadzir & Co
Job Descriptions	: Learn how to do vouching and sampling, amending draft audited report, bank reconciliation.

STRENGTHS

1. Pleasant personality and good in communication as well as collaboration skills.
2. Responsible and hardworking.
3. Self-motivated, resourceful and able to work independently.
4. Excellent computer literate.

EXCELENT SKILLS

Language	: Fluent in Malay Language and English Languages.
Computer	: Proficient in Ms Office (Microsoft Word, Microsoft Excel and Microsoft PowerPoint), User Business System (UBS), ACCPAC accounting system and Biztrak accounting system.

CO-CURRICULUM ACTIVITIES

UNIVERSITY OF MALAYA, KUALA LUMPUR

- Participated in ACCA-UM Construct Workshop 2008
- Handball player for the Sukan Mahasiswa Universiti Malaya for 2 years
- Secretary for Malam Penganugerahan Astar Fasa 1
- Secretary for Sukaneka
- Secretary for Debat Terbuka Astar
- Volunteer for Debat Terbuka Astar
- Participated in Astar Scrabble Challenge Inter-College 2006/2007

SEKOLAH MENENGAH TEKNIK SERI PELINDUNG, KUANTAN

- Participated in science and mathematics festival for Kuantan district

SEKOLAH MENENGAH PAYA BESAR, KUANTAN

- Participated for Pahang Pandu Puteri camping 1997

TRAININGS

- **Take Charge!**
Date : 4 August 2006
Venue : Faculty of Built Environment, University of Malaya
- **ACCA- UM Construct Workshop 2007**
Date : 23 February 2007
Venue : Faculty of Business and Accountancy, University of Malaya
- **Goods and Services Tax (GST) Workshop**
Date : 27th – 28th October 2014
Venue : EDC Level 3, Kompleks Teruntum
- **Seminar “GST dan Perlaksanaannya” anjuran Kastam bersama Norila & Associates**
Date : 17th November 2014
Venue : Hotel Grand Continental, Kuantan
- **An Overview of MPERS in 2016 – Including the 2015 Amendments**
Date : 08/03/2016
Venue : TH Hotel & Convention Centre, Kuala Terengganu

AWARDS

UNIVERSITY OF MALAYA, KUALA LUMPUR

- 4th place for handball (Sukan Mahasiswa Universiti Malaya)

SEKOLAH MENENGAH PAYA BESAR, KUANTAN

- 3rd place for Choral Speaking Competition (English week 14-16 April 1997)

EXPECTED REMUNERATION

Expected remuneration: RM 5,500.00 **(Negotiable)**

Current remuneration : RM 5,300.00

PERSONAL DETAILS

Age	: 37 Years Old
Date of birth	: 25 April 1983
Place of birth	: Besut, Terengganu
Identity Card number	: 830425-11-5552
Nationality	: Malaysian
Marital status	: Single
Religion	: Islam
Race	: Malay
Gender	: Female

REFERENCE

Puan Norlela binti Mohd Rais
Company Sectary,
Bangunan Tanah Makmur Berhad KotaSAS
Avenue, Jalan Kota SAS,
Kota Sultan Ahmad Shah,
25200 Kuantan.
H/P No.: 019-3800880