



WAN ALIFF BIN WAN DRAMAN

Permanent Residence: 1714 P Taman Bukit Depu, Jalan Panji Alam, 21100 Kuala Terengganu, Terengganu

Age : 25 years old

Date of Birth : 20th March 1992

E-mail Address : wanaliffwandraman@gmail.com

Contact Number : 018-2815171

OBJECTIVE

To use my skills in the best possible ways for achieving the company's goals and to build a long-term career in accounting, taxation, auditing or management and administration with opportunities for career growth.

SOFT SKILLS AND PERSONALITIES

- Hardworking, Fast Learner, Responsible, Dependable, High Integrity.
- Able to make a presentation of Board Paper, Proposal Paper, Progress report and Power Point presentation
- Able to work for long hours, independently, responsible and can communicate at any levels of people
- Able to manage conflict and change management, communication skills, negotiation skills, public relation, problem solving and decision making skills
- Have a experience on accounting, audit and tax field and dominate in UBS Accounting System

EDUCATIONAL BACKGROUNDS

2011–2015 University Kuala Lumpur Business School (UNIKL UBiS)

Bachelor Business Administration (HONS) in Islamic Finance

- **Related Coursework:** Accounting, Islamic finance, Management, Conventional Finance
- **CGPA :** 3.89

2010– 2011

Sekolah Menengah Kebangsaan Sultan Sulaiman

Sijil Tinggi Pelajaran Malaysia

- **Related Coursework:** Business Management

2005– 2009 Sekolah Menengah Kebangsaan Padang Negara

Sijil Pelajaran Malaysia (SPM) –

Penilaian Menengah Rendah (PMR)

WORK EXPERIENCE

17 January 2016 Working at MCM EXCEL MANAGEMENT SDN BHD

– PRESENT

- Accountant and related field
- Administration
- UBS System

**01 SEP 2015 –
31 DEC 2015**

Training at MCM BUSINESS AND MANAGEMENT SDN BHD

- Accounting and Taxation field
- UBS System

**04 FEB 2012- 04
OCT 2012 Kedai Rakyat 1 Malaysia Kuala Terengganu.**

- Retail Assistant

COMPUTER SKILL& ANALYTICAL SKILL SOFTWARE

- Microsoft Office (Word, Excel and Power Point)
- UBS System

LANGUAGES

- Bahasa Malaysia – Spoken (10/10) & Written (10/10).
- English – Spoken (7/10) & Written (7/10)

REFEREES

Mr. Kamal bin Mamat

Senior Accountant,

MCM Corporate Services Sdn Bhd

Tingkat 9, Menara Yayasan Islam Terengganu, Jalan Sultan Omar, 20300 Kuala Terengganu, Terengganu.

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