

Muhammad Amisazman Bin Amir Hamzah

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Objective My goal is to become associated with a company where I can utilize my skills in the field of accounting and gain further experience while enhancing the company's long term productivity and reputation.

Academic Qualifications

UNIVERSITI TUN ABDUL RAZAK (2012 - 2015)

- Bachelor of Business Administration (Islamic Financial Planning) (Hons.) – **CGPA: 3.52/4.00**
- Foundation Program in Business Administration – **CGPA: 3.68/4.00**

MARA Junior Science College, Muadzam Shah (2007-2011)

Working Experience

MYDIN MOHAMED HOLDINGS BHD

Management Trainee : Master Data Management (MDM & OPC) Department (Contract) (11th July 2016 – 10th January 2017)

- Maintaining and updating the updated Trading Term between MYDIN Mohamed Holdings Bhd and all suppliers/ vendors in yearly basis in SAP system.
- Apply all statistic skills and knowledge in providing data support in Master Data Management regarding all the Product Rebate transactions for more than 200 suppliers/vendors.
- Contributed in processing day-to-day (Ad Hoc), Festive-based and monthly Product Rebate transactions by using MS Access and SAP Accounting system in daily basis.
- Providing efficient and professional support to others department (Finance, Buyers, Report team, etc.) by providing all information needed when any issue arise.

Reason for leaving : Not able to fully utilize my skills and knowledge in my present job/ End of Contract

PROKHAS SDN BHD

Office Assistant : Finance and Treasury Division (Contract) (01st Jun 2015 – 08th July 2016)

- Providing efficient and professional accounting support in preparing Invoices, Payment Vouchers and assist in preparing full-set accounts.
- Responsible in processing general day-to-day accounting function and operations such as Account Payable (AP), Account Receivable (AR) and Bank Reconciliation for every month.
- Contribute in preparing GST report (GST03) by filing all the GST related documents and making the GST payment to Lembaga Hasil Dalam Negeri (LHDN).
- Responsible in updating and preparing daily cash flow position based on daily Company Current Account (CCA) statement to monitor the company's cash flow.
- Implementing budgetary & internal controls.
- Assist in the consolidation of accounts and liaising with external auditors, bankers, secretary and tax agents.
- Maintain proper record keeping and organization of filling system.
- Prepare and process the payments and claims

Reason for leaving : End of Contract

Knowledge and Skills**Technical/ Accounting**

- Bank Reconciliation
- SAP Accounting System (AP, AR, GL)
- Microsoft Excel (Pivot, VLOOKUP, HLOOKUP)

Professional

- Risk Management
- Financial/ Investment Planning
- Strategic Management

Personal

- Analytical Ability
 - Problem Solving
 - Self-Motivated
 - Independent
 - Fast Learner
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Languages

Excellent in both Malay and English (writing and speaking), Good in Arabic (writing and reading)

Course and Program Attended

- Islamic Financial Planning (IFP) – Certified by Islamic Banking and Finance Institute Malaysia (IBFIM) & Financial Planning Association of Malaysia (FPAM)
 - SAP (Accounting System) Training – Conducted by MYDIN Retail Academy (MYRA)
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Others

Current Salary : RM2,400.00 per month
Expected Salary : RM2,500.00 (negotiable)
Willingness to travel : Yes (90%)
Possess own transport : Yes (License – B2, D)
Availability : Immediately

References**Azyyati Binti Mat Zam**

Program Coordinator / Lecturer
Universiti Tun Abdul Razak,
Bangunan Bank Rakyat, Jalan Tangsi,
50480 Kuala Lumpur,
Contact No.: 03-2730 7142
Email: azyyati@unirazak.edu.com

Herney Binti Hashim,

Manager, Prokhas Sdn Bhd,
Bangunan Setia 1, 15.
Lorong Dungun, Bukit Damansara
50490 Kuala Lumpur.
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