



EZZATUL FATIHIN BINTI MAHARAM

ADDRESS : NO.6, TINGKAT SERI RAPAT 3, TAMAN MAJU RAPAT, 31350 IPOH PERAK
MOBILE : 016-566 1675
EMAIL : ezzaezza90@yahoo.com

PERSONAL

Date of Birth : 2nd July 1990
NRIC : 900702-06-5604
Marital Status : Married
Driving License : B2, D

EDUCATIONAL

2012 - 2015 Bachelor of Business Administration (HONS)
Human Resource Management
Universiti Teknologi Mara (UiTM)
Kampus Puncak Alam, Selangor Darul Ehsan.
CGPA: 3.21

2008 - 2011 Diploma in Accountancy
Universiti Teknologi Mara (UiTM)
Kampus Bandaraya Johor Bahru,
Larkin, Johor Darul Takzim.
CGPA: 2.57

EXPERIENCE

MANAGEMENT & SCIENCE UNIVERSITY
Ipoh Branch, Perak

Apr 2018 – current

Account Executive

- **Industry** : Education
- **Level** : Executive
- **Roles** :
 - : Prepare for processing payment bills, suppliers invoices
 - : Account Receivable (Cash Collection for student's fees)
 - : Prepare analysis for the utilities of the company
 - : Prepare monthly Daily Collection Summary Report of the company
 - : Deal with PTPTN regarding on student's PTPTN loan

DOMMAL FOODS SERVICES SDN BHD
Glenmarie, Selangor

Mar 2016 – Mar 2018

Senior Account Assistant

- **Industry** : Food & Beverage
- **Level** : Senior Account Assistant
- **Roles** : Prepare and post monthly accruals for closing purposes
- : Prepare the analysis for General Ledger expenses code for Malaysia and Singapore.
- : Prepare analysis for the utilities of the company
- : Conducted stock count for company store
- : Assists asset tagging for company store (general ledger)
- : Data entry for the third party vendor invoices and credit notes

ANJUNG KIPSAS SDN BHD
Kuantan, Pahang

Nov 2015 – Mar 2016

Human Resource Assistant

- **Industry** : F&B and Services
- **Level** : HR/Account Assistant
- **Roles** : Prepare and calculated wages, Overtime and staff claim for Payroll submission.
- : Preparation of vacancy advert, interview and letter offered for recruitment purposes.
- : Web base banking for payment purposes.
- : Preparation of payment for EPF, SOCSO & LHDN
- : Data Entry for 3rd party vendor invoices and CNs.

PUSPAKOM SDN. BHD.
Glenmarie Shah Alam, Selangor

Feb 2015 – June 2015

Internship Trainee

- **Industry** : Transportation
- **Title** : HRM Intern
- **Level** : Trainee
- **Roles** : Industrial Relation
- : Employee Relation
- : Admin & Training Development

CURRICULAR ACTIVITIES

- ❖ Participant of Forum in 'How to Be an Extraordinary Graduates'
- ❖ Committee of 'Program Amazing Race: Let's Save The Environment'
- ❖ Secretary of 'Program "Dare To Change" Human Resource Development'
- ❖ Members of Majlis Anugerah Kecemerlangan
- ❖ Members of Futsal Koordinator Program Anjuran UiTM
- ❖ Members of Program Explorace Anjuran Accounting Community Empire, 28 September 2010.
- ❖ Members of Seminar Keusahawanan 2 under ENT/ETR300, 19 May 2011.
- ❖ Members of Rakan Anti-Dadah (RADAR) Negeri Johor

SKILLS

- | | | |
|---------------------|-------------------------|-------------------|
| ✓ Microsoft Office | MS Word | - Intermediate |
| | MS Excel | - Intermediate |
| | MS PowerPoint | - Intermediate |
| ✓ Microsoft Outlook | - Beginner | |
| ✓ Application | - KLAS2 System (MSU) | - TADMS Systems |
| | - SAP Accounting System | - Biztrak Systems |
| | - E-HR | |

ADDITIONAL

Strength and Ability

- *Punctual and trustworthy person.*
- *Hard working and always ready to learn new task.*
- *Able to work independently and effectively with minimum supervision.*
- *Good team role player and strong interpersonal skills*
- *Able to communicate with every level in organization*
- *Possess lots of initiative and self-motivation in work.*

REFERENCES

Cik. Haslina binti Halim

Tel: 012-542 7606

Principal College Ipoh Branch

Management & Science University(MSU)

Ipoh, Perak

En. Shaiful Rizal bin Ab. Halim

Tel: 012-220 5135

Senior Executive of Finance

Dommal Food Services Sdn. Bhd.

Shah Alam, Selangor.

Pn. Nor Aniza binti Baharudin

Tel: 016-722 9842 / 013-953 3038

Manager

ANJUNG KIPSAS Sdn. Bhd.

Kuantan, Pahang Darul Makmur.

En. Mohd Syazwan bin Ramli

Tel: 013-418 3447

Senior Executive Talent & Industrial Relation

PUSPAKOM Sdn. Bhd.

Shah Alam, Selangor.