

Personal Information

Name Muhammad Afiq Farhan Bin Mohd Anuar

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Taman Cempaka Sari 3
42100 Klang, Selangor Darul Ehsan

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Phone 016-6864592



Career Objective

As Accountancy graduate with good academic standing applying for a General Accounting position where I can use my knowledge and experience to ensure the delivery of all financial and accounting activities related to accounts payable, accounts receivables and general accounting.

Education

University

Institution University Selangor (UNISEL)
Course Bachelor of Accounting (Honours)
Concentration Accounting
Year 2013-2015
CGPA 2.98

University

Institution University Selangor (UNISEL)
Level Bachelor of Accounting (Honours)
Major Accounting
Concentration Finance
Year 2009-2012
CGPA 2.49

Work Experiences

Account Analyst

Mahzan Sulaiman Plt

01 March 2016 – Current

Account Department

- Prepare Full Set of Account for a few company
- Do the monthly submission for GST
- Prepare management accounts slide
- Do the audit for Dormant company
- Prepare the submission Form E for company

Internship (Trainee)

Usaha Korporat Tax Services Sdn Bhd

January 2015 – July 2015

- Prepare Full Set of Account for a few company
- Do the audit for Dormant company
- Prepare the submission Form E for company

Administrative

Fathani Construction

January 2012 – June 2012

- Prepare invoices for the client
- Do the progress claim for the work done

Extra-curricular activities

- 2012 6th SEMESTER EDUCATION VISIT TO JABATAN AKAUNTAN NEGARA
- 2012 1st SEMESTER MIA CARE AWARENESS TALK
- 2013 5th SEMESTER EDUCATION VISIT TO PHN INDUSTRY SDN BHD
- 2014 6th SEMESTER SEMINAR IN AUDITING & ACCOUNTING 2014
- 2014 6th SEMESTER TALK SHOW PERSONAL MONEY MANAGEMENT
- 2014 6th SEMESTER EXPLORACE STREET FINANCE FEST 2014
- 2014 6th SEMESTER CERAMAH PERDANA GST 17 APRIL 2014
- 2015 8th SEMESTER FORUM PELABURAN DALAM ISLAM

Language and Skills

Language Proficiency

English

Bahasa Malaysia

Written

Moderate

Excellent

Spoken

Moderate

Excellent

Computer Software Literacy

UBS Accounting System

QuickBooks Pro Accounting System

Microsoft Office: Word, Power Point, Excel, Access

MYOB Accounting System

Level

Moderate

Advance

Advance

Advance

References

Name : Mr.Zaini Azizi Bin Azizol
Relationship : Manager Analyst at **Mahzan Sulaim Plt**
Telephone : 014-500 1029
Email : zainiazizi2013@gmail.com

Name : Miss Chan Wai Ling
Relationship : Manager at **Usaha Korporat Tax Services Sdn Bhd**
Telephone : 03-7983 3330

Name : Mr.Mohd Anuar Bin Daud
Relationship : Manager at **Fathani Construction**
Telephone : 016-3314025