



Name : Yusnizah bt Mohd Tahir Email : useniezha_20@yahoo.com
 Age : 26 years old Phone No : +6 0162363424
 Gender : Female IC No : 910620-14-6290
 Nationality : Malaysian Address : No.17, Jln DC 1/25, Desa Coalfields,
 Marital Status : Married 47000 Sungai Buloh, Selangor
 Religion : Islam

Career objective: To have the experience of working in account/finance department with successful organization by fully utilizing my skills and knowledge and to cooperate with expertise people in the accounting field with aiming great success for the company and to explore volunteering activity in order to contribute to community.

EMPLOYMENT HISTORY

| NO | YEAR | COMPANY NAME | PERIOD | POSITION |
|----|--|---|-------------|-----------------------|
| 1. | 10 th NOV 2014 – 31 st DEC 2016 | JALUR CAHAYA SDN BHD (HQ GLENMARIE, SHAH ALAM) | 2 YEARS | ACCOUNTS ASSISTANT |
| 2. | 2013 (PRACTICAL) | AFRIZAN TARMILI KHAIRUL AZHAR (AFTAAS) | 6 MONTHS | TRAINEE |

JOB DESCRIPTION AT JALUR CAHAYA SDN BHD (SUBCONTRACTOR SYABAS):

1. Verify petty cash and payment for monthly reimbursement claims. (All branches)
2. Maintaining monthly accounting entries such as journal entries and **monthly bank reconciliation.**
3. **Prepare GST report and monthly submission.**
4. Prepare audit schedule and assist tax computation.
5. **Monitor and update detailed schedule of fixed assets and accumulated depreciation.**
6. To check and verify tax invoices/invoices before posting, prepare payment voucher and handling cheque processing.
7. Liaise with creditors for outstanding payment and Statement of Account.

EDUCATIONAL BACKGROUND AND QUALIFICATION

- 2010-2014** Universiti Selangor (UNISEL SHAH ALAM)
 Graduated : Bachelor of Accountancy (Hons)
 CGPA : 3.47(Second Class Upper)
 Date of Graduate: 8th November 2014
- 2009-2010** Negeri Sembilan Matriculation College
 Field of study : Accounting
 CGPA : 3.46
- 2004-2008** Sekolah Menengah Kebangsaan Kompleks KLIA
 SPM: 4A's, 3B, 1C, 1D

SKILL & ABILITIES

Computer Skill

| <u>Skill</u> | <u>Proficiency</u> | <u>Years</u> |
|--------------|--------------------|--------------|
| UBS | Excellent | >2 |
| MYOB | Basic | <1 |
| EXCEL, WORD | Excellent | > 4 |

Languages

| <u>Language</u> | <u>Verbal</u> | <u>Written</u> |
|-----------------|---------------|----------------|
| English | Excellent | Excellent |
| Malay | Excellent | Excellent |

Strengths: I believe in doing work with integrity, honest, responsible and able to accept critics from others. I am doing well both, individually and even in a team. I am able to work under pressure, high motivated and enthusiastic person. Plus, I have good knowledge in Goods & Services Tax

EXTRACURRICULAR ACTIVITIES

- 2016** Participated in "KarnivalSihat Selangor" organized by Kuala Selangor District Council
- 2015** Attend Training Course "**Understanding and Awareness Good & Service Tax**"
- 2014** Participated in "Sharpen The Saw" organized by Universiti Selangor.
- 2013** Member of Unisel Accounting Club. Participated in MIA Care Awareness Programme

REFERENCES

Mazni bt Aziman

Accountant
 Jalur Cahaya Sdn Bhd
 No.28, Jalan Pendaftar, U1/54,
 Temasya Glenmarie, Seksyen U1,
 40150 Shah Alam, Selangor
 H/P: 012-334 4241
 Office: 03-5565 1000

Jamilah bt Kamis

Head of Programme Accounting
 University Selangor Shah Alam,
 Faculty of Business,
 Jalan Zikron A7/A, Seksyen 7,
 40000 Shah Alam, Selangor
 H/P: 012-267 6964

Expected Salary: RM3,000