



PROFILE

- Name :Ahmad Muharram Baharudin
- Nationality : Malaysia
- Date of Birth : 21 June 1993
- Marital Status : Single

EDUCATIONS

- POLITEKNIK HULU TERENGGANU
- Level : Diploma of Accountancy
- Year : December 2011 - April 2014
- CGPA : 2.79
- UNIVERSITI SULTAN ZAINAL ABIDIN (UniSZA)
- Level : Bachelor of Accountancy with honours
- Year : August 2016- June 2020
- CGPA : 2.80

LANGUAGE

Malay :

English :

STRENGTHS

- Able to work independently and also as a team
- A very responsible individual
- Willing to work long hours and under pressure if it is desired
- An accustomed to high performance
- High leadership and good interpersonal skills
- A well organized and a detail- oriented individual
- Have good personalities with good communication skills.

ADDITIONAL INFO

Willing to travel : Yes

Possess own transport : Yes

License : D

Availability : 2 weeks notice

REFERENCES

Pn. Zurina Bt Abdul Rahman

Zurina ,Hafizah & Co

No 109, Tingkat Satu Jalan Bukit Kecil ,
Kuala Terengganu 21100, Terengganu

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AHMAD MUHARRAM BAHARUDIN

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CAREER OBJECTIVE

An entry level position industry with the opportunity to grow along with the company and expose to the actual working environment.

CAREER PROGRESSION

DYNARLEKOR SDN BHD (ACCOUNT ASSISTANT CUM OPERATING CAFETERIA)

1 October 2019 - 31 March 2020

- Record and update account data (ledger and company journal)
- Control and purchase of raw material stock and final stock (Company Inventory)
- Provides a complete set of accounting
- Supervision & monitoring of cafeteria operations

INTERN - ZHC & CO (LAW FIRM ZURINA HAFIZAH & CO)

- 2014 (6 Month)

- Prepare the company cash book entry for the month.
- Key in data for check book for the company.
- Manage and prepare all types of account for the company such as purchase , law fee and expenses
- Calculate the taxation company for the client.
- Calculate the debtor and the creditor for the company

INTERN - W.F CEAH CHARTED ACCOUNTING

-2019 (6 month)

- Record every transaction of sales , expanses,purchase and assets.
- Calculate EPF contributions,Socso,sip based on paycheck.
- Make a reconciliation bank to ensure that each bank transaction is recorded
- Release accounting report for review
- Prepare the audit report for the client and it involve the process of recognizing every single item that need to attached with supported document such as the amount of cash need to be supported with the statement from bank

CURRICULAR ACTIVITIES

POLYTECHNICS LEVEL

2011-2014

- President of Student Councils (Politeknik Hulu Terengganu, 2014).
- Student Icon Award (Politeknik Hulu Terengganu, 2014)
- Exco of Entrepreneurship and career of national student councils (Politeknik Malaysia, 2014).
- Student Entrepreneurial Awards (Politeknik Hulu Terengganu, 2014)
- Mount Kinabalu Exploration 2014 by UNESCO
- Team Building Participants of the 2014 National Polytechnic Student Delegation Ceremony
- Deputy Director of Independence Celebration (Politeknik Hulu Terengganu 2014)
- Participant of "Program Lehur Bakti Eklorasi 4x4 " (Politeknik Malaysia, 2014)
- Facilitator of Mind Transformation Program (Politeknik hulu terengganu 2013)
- Participants of the Unity Debate Carnival and Malaysian Polytechnic speech 2013

DEGREE LEVEL

2016- 2019

- President of Table Tennis Association (2016)
- President of Account Fest(2016)
- President of Tax Day Protocol Unit (2017)
- Vice-president of the Disabled Childbirth Program
- Player for Accounting Sport Day

Thank you