


# NURFARIZAN BINTI ABDULLAH

## PERSONAL PARTICULARS

<b>I/C No. :</b> 851218-10-5776 <b>Age :</b> 35 <b>Gender :</b> Female <b>Nationality :</b> Malaysian <b>Willing to travel :</b> Will consider <b>Willing to relocate :</b> Will consider <b>Expected salary :</b> RM 7,500 (Negotiable)	<b>Address :</b>  <b>Mobile No.:</b> <b>Email Address:</b> <b>Language :</b>	No.15 Jalan Pinggiran USJ 3/3,Taman Pinggiran USJ 3, 47610 Subang Jaya Selangor 012-2938363 nurfarizan.abdullah@yahoo.com Malay and English (Written and spoken)	
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## EDUCATIONAL BACKGROUND

<b>2006-2009</b>	<b>University Technology Mara (UiTM), Dungun Terengganu.</b> <ul style="list-style-type: none"><li>Bachelor of Business Administration (Hons) (Finance) CGPA : 3.01</li></ul>
<b>2003-2006</b>	<b>University Technology Mara (UiTM), Dungun Terengganu.</b> <ul style="list-style-type: none"><li>Diploma in Accountancy CGPA : 2.73</li></ul>
<b>2001 – 2002</b>	<b>Sekolah Menengah Teknik Kajang, Selangor.</b> <ul style="list-style-type: none"><li>SPM (2002)</li></ul>
<b>1998 – 2000</b>	<b>Sekolah Menengah Kebangsaan Seksyen 24, Selangor</b> <ul style="list-style-type: none"><li>PMR (2000)</li></ul>

## WORKING EXPERIENCES

March 2014 - Present	<b>Employer : Perusahaan Otomobil Nasional Sdn Bhd (PROTON)</b> Position : Senior Executive, Business Management, Corporate Strategy & Risk Management Industry : Automobile Job descriptions: <ul style="list-style-type: none"><li>Responsible for assisting in the preparation of the annual management plan, mid-year performance review and assist in developing multi-year strategic plans.</li><li>Responsible for monthly monitoring of company performance and variance analysis and other analysis necessary for the support of internal and business reporting activities.</li><li>Provide specific input and support for the Company's market intelligence function.</li><li>Demonstrate ability to analyze various forms of financial, statistical and operating data and formulate value added recommendations, alternatives, and solutions.</li><li>Develop and maintain collaborative relationships with key internal stakeholders include participation in cross-functional teams on company-wide initiatives.</li><li>Responsible for the overall project development of budgets and to fulfil the monitoring and reporting of budgets, including incorporating variance analysis between actual and budget for Management and stakeholders.</li><li>Compilation of budget input from each assigned divisions which include the collating of data from budget holders and assist in the verification of the data against trend and spending level for preparation of financial project budget.</li><li>Involved in performance management systems ranging from company and divisional target setting, performance tracking, performance evaluation, performance moderation and final rating.</li><li>Ensure that the KPI Leads and providers of statistics, narrative and supporting evidence for KPI understand their reporting requirements and reporting deadlines.</li><li>Maintain a database or master spreadsheet of supporting KPI data.</li><li>Carry out ad hoc projects as required from time to time.</li></ul>
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<p>April 2011 – February 2014</p>	<p><b>Employer : Agrobank Berhad (Bank Pertanian Malaysia Berhad)</b>            Position : Compliance Executive (AML/CFT Unit)            Industry : Banking            Job descriptions:</p> <ul style="list-style-type: none"> <li>▪ Detect and review unusual transactions</li> <li>▪ Liaise with business units and branches to develop effective working relationships in conduct of transaction monitoring investigations.</li> <li>▪ Evaluate the Suspicious Transactions Report (STR), collate intelligence and establish grounds for suspicion.</li> <li>▪ Reporting any submission case of Suspicious Transaction Reports (STRs) to Bank Negara Malaysia through the Financial Intelligence System (FINS).</li> <li>▪ Participate in IT automation projects such AML Monitoring System Solution as a Project Management Office (Configuration &amp; Librarian) / Team Member (user) involving surveillance and setting of parameters.</li> <li>▪ Involve in implementing the Customer Screening System as a team members and act as reference point for any queries on system matters.</li> <li>▪ Ability to manage large databases successfully and compile, extract or analyze data as requirement through Business Intelligence tools.</li> <li>▪ To ensure all policy/procedures on AMLCFT and other regulatory matters are effectively observed and dissemination of information to all staff is updated.</li> <li>▪ Assist in maintaining the AMLCFT manual and such other compliance related manuals as may be necessary.</li> <li>▪ Establish a necessary communication and awareness programme of AML/CFT/compliance matters across all departments/divisions and branches and assist in developing the training materials.</li> <li>▪ Be responsible for preparation of periodic compliance and any ad-hoc reports.</li> <li>▪ As a FIDs reporting officer for any detection of fraud cases to Bank Negara Malaysia through FIDs system.</li> </ul>
<p>Jun 2010 – March 2011</p>	<p><b>Employer : YBK Services Sdn Bhd (Perodua Authorized Dealer)</b>            Position : Accounts Assistant            Industry : Automobile            Job descriptions:</p> <ul style="list-style-type: none"> <li>▪ Key in customer invoices, payment vouchers, receipts &amp; supplier invoices to the system</li> <li>▪ Keep proper filing for bank in slips, payment vouchers, invoices &amp; journal vouchers.</li> <li>▪ To do monthly bank reconciliation and liaise with bank for any loan disbursement.</li> <li>▪ To assist in the coordination of year-end financial audit.</li> <li>▪ To remind Accounts Executive on 30<sup>th</sup> of each month to make payment to Socso, EPF, Company's monthly tax installment, PCB deductions, Loan &amp; other installments.</li> </ul>

## PERSONAL STRENGTHS

	<ul style="list-style-type: none"> <li>▪ Good interpersonal skill and able to work independently</li> <li>▪ Have curiosity, meticulous and enthusiastic</li> <li>▪ Ability to lead a team, motivate and work in a team as well as individually to achieve personal and business objectives.</li> <li>▪ Attention to details and result-oriented</li> <li>▪ Excellent communication, able to plan and carry out responsibilities with a minimum direction</li> <li>▪ Able to work under pressure to meet tight deadlines</li> <li>▪ Willing to learn and develop technical parts as well as soft skills</li> <li>▪ Fast-learner, honest and ambitious towards personal goal to develop professional skill</li> <li>▪ Computer knowledge: QuickBooks account software, Microsoft Office</li> </ul>
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## EXTRA CURRICULAR ACTIVITIES

- Participating in “Program Explorasi Seni, Agama dan Akademik” as committee member. (2004)
- Involved in ‘Bengkel Strategi Peperiksaan’ Seminar (2004)
- Representative of UiTM Terengganu for volleyball games in KARiSMA. (2005-2008)
- Organized Seminar on Table Ethics (2007)
- Organized Seminar on Islamic Banking Towards The Bright Future and Issue & Ethics: Development of Unit Trusts In Malaysia (2008)
- Participating in Futsal Interpart Tournament, UiTM Terengganu (2008)
- Volunteer in UiTM Terengganu Staff Tournament (2009)

## MISCELLANEOUS

- Attending the course on Anti-Money Laundering & Anti-Terrorism Financing – Law & Practice at IBBM, Kuala Lumpur (2013)
- Attending the programme on Managing The Risk & Evolution in Anti Money Laundering & Countering Terrorism Financing (AMLATFA Advance) at IBBM, Kuala Lumpur (2012)
- Attending course of Agro Practical and Exposure (APEX) 2/2012 at Institut Agro Usahawan (iGROW), Kg. Gajah, Perak (2012)
- Participating in ‘International Conference on Financial Crime and Terrorism Financing 2011- Raising the Bar in Compliance and Enforcement’ at JW Marriot Hotel, Kuala Lumpur. (2011)
- Involved in training awareness as a participant of AMLATFA at ABADI Training Centre, Agrobank Bangi (2011)

## REFERENCES

**Dr. Chan Tze Leong**  
**Senior Manager, Business Management, Corporate Strategy & Risk Management**  
Perusahaan Otomobil Nasional Sdn Bhd  
012 – 738 1790

**Normazalinda Binti Suparman @ A.M. Rizal**  
**Unit Head (AML/CFT Unit)**  
Bank Pertanian Malaysia Berhad (Agrobank Berhad)  
012 - 7902921