



## WAN IZZATY RAIHA BT WAN HASSAN

### BACHELOR OF ACCOUNTANCY (HONS)







No. 20, Jalan Pelindung Perdana, Perkampungan Pelindung Perdana, 26100, Kuantan, Pahang  
**016-940 3383 | wanizzatyrailha\_wanhassan@yahoo.com**

Seeking a permanent position in organization that could offers a professional working environment that enables me to grow while meeting the organization's goals.

#### ABOUT ME

Age : 30 years  
Marital Status : Married  
Date of Birth : 25-Oct-90  
IC No. : 901025-06-5280  
Nationality : Malaysia  
Gender : Female  
Willing to Travel : Yes  
Driving Licence : B2, D



#### SKILLS

Mic. Words   
Mic. Excel   
Mic. Pow. Point   
Mic. Access   
MYOB   
SAP Bus One 

#### STRENGTH

- Eager to learn new things and challenging skills.
- Able to work in a team, work independently and work under pressure with commitment.
- Able to manage time effectively, prioritize tasks and work to meet deadlines.
- Good and fast learner and sense of responsibility.

#### LANGUAGE

Malay   
English 

#### WORKING EXPERIENCE

##### KOPERASI KAKITANGAN KUMPULAN PKNP PAHANG BERHAD

**Position: Pegawai Ekonomi**

**Jun 2018 - Present**

- Record and updating monthly account into system
- Do the bank reconciliation and prepare annual budget for Koperasi
  - Update and keeping record of fixed assets
- Carry out the responsibility of finding new investment for Koperasi
  - Do the minutes of meetings for every BOD meeting
  - Do the administrative and handle legal action matters
- Prepare and updating the standard of procedures (SOP)

##### MALAYSIAN INSTITUTE OF ACCOUNTANTS

**Position: Junior Executive Finance (GL)**

**Sept 2015 - Apr 2018**

- Updating monthly financial result on the Institute's performance
- Monitor actual income and expenses vs budget variances
- Update HOD's on their departmental performance
- Carry out the responsibility of monthly closing activities and prepares journal voucher
- Prepare analysis of account for audit and AGM purposes
- Do JPKA Report in time-every quarter and send to Treasury
- Checking AR bad relief for GST purpose
- Support in house keeping of GL acc to ensure only relevant and valid items outstanding

**Position: Junior Executive Finance (AR)**

**July 2014 - Aug 2015**

- Update payment received in the systems
- Ensure the collection being bank in promptly
- Prepare and posting GL for daily transaction
- Do the bank reconciliation and collection receive for Budget Booklet
- Monitor and maintains transaction error which do not post into system
- Record payment received for Budget Booklet Sales
- Assist in handling members enquiries via phone and email

##### RISDA IKPK (TEMERLOH)

**Position : Assistant Finance**

**Feb 2014 - June 2014**

- Maintain accounting records by making copies, filling documents
- Reconciles bank statements by comparing statements with general ledger
- Input type vouchers, invoices, cheques, account statements, reports and other records
- Process bills for payment and issue cheques for account payable
- Prepare monthly report and sent to HQ

## REFERENCES

Mdm Inaliah bt Mohd Ali  
Lecturer  
Faculty of Accountancy  
University Tenaga Nasional  
Campus Muadzam Shah  
Tel : 09-455 2020/Ext: 3129  
[inaliah@uniten.edu.my](mailto:inaliah@uniten.edu.my)

Mr. Wong Chee Khay  
Finance Manager  
Malaysian Institute of Accountants  
Dewan Akauntan,  
No.2 Jalan Tun Sambanthan 3,  
Brickfields, 50470 Kuala Lumpur.  
Tel : 603-2279 9200  
[wong@mia.org.my](mailto:wong@mia.org.my)

## WORKING EXPERIENCE (CONT')

### Lau, Wong & Yeo (Kuantan)

**Position : Audit Assistant**

**June 2013 - Jan 2014**

- Count the stock and the procedure of stock take
- Inspect the financial statement for accuracy
- Verify the supporting doc of bills, receipts and reconciliation statements
- Find out any discrepancies within the documents and statements and post relevant entries to make corrections
- Prepared the audit report and compute the tax liability for client

## EDUCATION

### **Universiti Tenaga Nasional Campus Muadzam Shah, Pahang**

**2009 - 2013**

Programme : Bachelor of Accounting (Hons.)  
CGPA : 3.54

### **Universiti Tenaga Nasional Campus Muadzam Shah, Pahang**

**2008 - 2009**

Programme : Foundation in Accounting  
CGPA : 3.41

## CO-CURRICULUM ACTIVITIES

- Being a Floor Marshal at Malaysian Institute of Accountants since July 2015-June 2016
  - Participated in Sunway University Business School "Run for Hope" 2014
- Participated in Military Reserve Force (Askar Wataniah) since November 2011
- Committee Member in Accounting Symposium, Rallying Calls for Accountability
  - Participated in Deloitte Tax Challenge 2010
  - Participated in HRC Family Day 2010 by Uniten
- Participated in Netball (above 18) in IIUM Kuantan 2007
  - Prefect Member SMK (P) Methodist, Kuantan

## TRANSPORTATION

- Having driving license and own transport.