

15 June 2017

Fatimah binti Abd Rahman
No 1, Jalam Gamelan
11/2e, Seksyen 11,
40000 Shah Alam
Selangor Darul Ehsan

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

APPLICATION FOR A POST IN ACCOUNTING FIELD

I am Fatimah Bachelor (Hons) in Accounting graduate, from Universiti Utara Malaysia (UUM). My main purpose composing this letter is to request for job placement.

I believe my working experience for more than 3 years with previous employer will be of great value should I join your company. I have been exposed to the task and responsibility in the field of technical as well as management. I am confident that my working experience has vastly improved my knowledge, skill and competencies to be proficient accountant.

My strength and asset in which your company can leverage are:

WORKING EXPERIENCE	<u>GREEN PACKET BERHAD</u> <ul style="list-style-type: none">Exposed to account payable related duties and liaise with external and internal parties <u>AEGIS BPO MALAYSIA SDN BHD</u> <ul style="list-style-type: none">Exposed to GL related duties and liaise with internal partiesHandling AR related duties
MEMBERSHIP AFFILIATION	<ul style="list-style-type: none">MIA care member
SOFTWARE SKILLS	<ul style="list-style-type: none">SAP in FiUBSBOSS SoftwareMicrosoft Dynamic GP
TOP LEADERSHIP ACHIEVEMENT	<u>Secretary of Project "Kenali UUM"</u> <ul style="list-style-type: none">Learned to ascertain event held smoothlyLearned to organize a program for studentsManaged to handle 50 participant in this program <u>Bereau activity of "Pesta Pantun Timbalan Naib Canselor"</u> <ul style="list-style-type: none">Learned to arrange the program's activity

I should welcome an opportunity to discuss how can i fit into your esteem organization and contribute to its future growth. Should you have any inquiry, please contact me via phone **(+6)0134330221** or email msfatimah.rahman@yahoo.com. Thank you for your time and consideration.

Yours sincerely,

FATIMAH ABD RAHMAN

FATIMAH BINTI ABD RAHMAN
BACHELOR (HONS) IN ACCOUNTING

PERSONAL INFORMATION		PERMANENT ADDRESS	
NRIC : 900215-05-5556 NATIONALITY : Malaysian LANGUAGE : Malay & English SPONSOR : PTPTN CONTACTS HP : (+60) 013-4330221 Email : msfatimah.rahman@yahoo.com		No 1, Jalan Gamelan 11/2E, Seksyen 11, 40000 Shah Alam Selangor Darul Ehsan	
EDUCATION BACKGROUND			SOFTWARE SKILLS
2007-2006 Teknik Tuanku Ja'afar 2009-2008 Pahang Matriculation, Malaysia CGPA:3.47/4.00		Dec 2013 - July 2009 Universiti Utara, Malaysia CGPA:3.17 /4.00	<ul style="list-style-type: none">• Certified SAP in FI Score: 84%• UBS• BOSS Software• Certified Microsoft Excel in function• Microsoft Dynamic GP

WORKING EXPERIENCE

AEGIS BPO(MALAYSIA) SDN BHD

Period : **Nov 2015- current**
Department : **Finance Department**
Position : **Account Executive**

- Prepare month end close journal entry and ensure journal is correct and posted in the system.
- To perform general accounting day-to-day transaction processing and ensuring delivery quality in term of accuracy, completeness and timeliness
- Update the fixed asset register. Ensure assets is capitalize and dispose as per policies
- Prepare monthly report that requested by HQ

GREEN PACKET BERHAD

Period : **Oct 2013- Oct 2015**
Department : **Finance Department**
Position : **Account Executive**



- Verifying the trade and non-trade invoices by ensuring the details are properly accounted for before posted into the system
- Liaising with supplier and banker from all over the world when necessary
- Processing the staff claims on a monthly basis
- Monitor outstanding invoices payable, verifying statement of account, prepare payment voucher and payment
- Perform reconciliation of payable/vendor invoices and raise the dispute when necessary
- Work closely with the finance team within the organization for monthly closing schedule and ensures it is closed on a timely basis

P.S. YAP, ISMA & ASSOCIATES

Period : **6 months (Internship)**
Company : **P.S.Yap, Isma & Associates**
Department : **Auditing, Accounting and Company Secretarial**



- Handle company secretarial works such as name search, formation of companies, maintain statutory records.
- Liaise with internal clients and external parties such as SSM, clients, and bank.
- Prepare full set of account for different type of industries
- Handle statutory audit, prepare audit reports and present on audit finding and recommendations

RELEVANT COURSES TAKEN

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| <ul style="list-style-type: none"> Accounting Theory and Practices Auditing and Assurance I Auditing and Assurance II Introduction to Financial Accounting Financial Accounting & Reporting I Financial Accounting & Reporting II Financial Accounting and Reporting III Financial Accounting and Reporting IV Specialized Taxation Forensic Accounting | <ul style="list-style-type: none"> Public Sector Accounting Specialized Financial Accounting Company Secretarial Practices Management Accounting I Management Accounting II Advanced Management Accounting Information Technology in Accounting Accounting System Analysis and Design Principle of Taxation Advance Taxation |
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MY TOP LEADERSHIP EXPERIENCES

MICPA Leadership Camp	<ul style="list-style-type: none"> Position: Team leader of bureau publicity Responsible to supervise and coordinate all the advertisement activities Contributed toward s completion of the event
Annual General Meeting North Varsity Accounting Club (NOVAC)	<ul style="list-style-type: none"> Position: Team leader of bureau protocol Responsible to prepare the text for emcee Manage to organize the event smoothly
Accounting Day by NOVAC	<ul style="list-style-type: none"> Position: Team leader of bureau activity Responsible to lead and arrange the flow of event accordingly

EXTRA CURRICULUM AND ACTIVITIES

- Committee** of CIMA, COB Accounting Day
- Committee** of 'Jualan' Big Apple NOVAC
- Participant of DPP Mas Family Day 2011
- Active member of 'Cak Lempong' Club
- Participant of Sambutan Maulidur Rasul 1432H

ADJUNCT LECTURES BY UUM

SPEAKER	TITLES
Tan Sri Dato Setia Hj Ambrin Bin Buang	Accounting-career path

PERSONAL REFERENCES

P.S Yap, Azlan Abas & Wong Manager of Company Secretarial Ms Zuliati Binti Ahmad Chartered Accountants, No. 89-2, Jalan 1/91, Taman Shamelin Perkasa, 56100 Cheras, Kuala Lumpur. Tel no: 03-9285 3313/ 016-659 5321 Email: ypkaudit@yahoo.com	Aegis BPO Malaysia Sdn Bhd Assistant Manager Mr Mohd Fahmi Level 2, Symphony House Pusat Dagangan Dana 1 Jalan PJU/1A/46, 47301 PJ Selangor Darul Ehsan Tel no: 013-343 2606 Email: mohd.fahmi@aegisbpo.com.my	Nor Idham bin Che Ghani Manager, Career Advisory Services, Bandar Seri Iskandar, 31750 Tronoh, Perak Phone: 016-592 9462 Email: noridhamcheghani@yahoo.com
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UNIVERSITI
TEKNOLOGI
PETRONAS

TO WHOM IT MAY CONCERN

Dear Sir/Mdm,

RECOMMENDATION LETTER

As a career advisor, I am writing this letter to strongly recommend Ms Fatimah to your firm.

2. Knowing her for that period, I described her as a disciplined, hardworking and conscientious person. She is very committed to her duties, a fast learner and very independent. Describing her accounting skill, I'd ensure you that she has the skills, attributes and qualities to become an excellent accountant. Therefore I believed that she had acquired skills to apply professional judgment.

I highly recommend her for employment. She is a team player and would make a great asset to any organization.

Thank you.

Yours sincerely,

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NOR IDHAM BIN CHE GHANI
Career Advisor,
Career Advisory Services,
Universiti Teknologi PETRONAS,
31750 Tronoh
Perak, Malaysia
idhamg@petronas.com.my/0165929462

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Lebuhraya Puchong - Sa. Resi, Bukit Jalil, 57000 Kuala Lumpur, Malaysia. Tel: 603-8004 1102 Fax: 603-8004 1103