
NOOR ADILA BINTI MOHAMAD RADZUAN

RESUME

No.18, Solok Gambus 9C, Taman Desawan
41200 Klang, Selangor
delaradzuan@gmail.com
013-2697392

PERSONAL PARTICULARS

Age	: 29	Gender	: Female
Date of Birth	: Feb 23, 1988	Marital Status	: Married
Place of Birth	: Kuala Lumpur	NRIC Number	: 880223-10-5036
Nationality	: Malaysian		

ACADEMIC QUALIFICATION

2006 – 2010	Diploma in Accountancy	CGPA 2.55
2001 - 2005	Sekolah Menengah Kebangsaan St. Mary, Kuala Lumpur	
	○ Sijil Pelajaran Malaysia (SPM) – Lulus	
	▪ Bahasa Malaysia	5C
	▪ Pendidikan Islam	4B
	▪ English Language	1A
	▪ Matematik	3B
	▪ Sejarah	3B
	▪ Sains	2A
	▪ Perdagangan	6C
	▪ Prinsip Perakaunan	2A
	▪ Ekonomi Asas	2A
2001 - 2003	Sekolah Menengah Kebangsaan St. Mary, Kuala Lumpur	
	○ Penilaian Menengah Rendah (PMR) – Lulus	
	▪ Bahasa Melayu	A
	▪ Bahasa Inggerisi	A
	▪ Matematik	C
	▪ Sains	B
	▪ Geografi	A
	▪ Sejarah	B
	▪ Kemahiran Hidup Bersepadu II	A
	▪ Pendidikan Islam	B

SELECTED EXTRA-CURRICULAR ACTIVITIES

During my secondary school days, I was actively involved in Netball and represented the school in Majlis Sukan Sekolah Kuala Lumpur in 2004. I was also a member of the Persatuan Bahasa Melayu (PERBAMA), Persatuan Sejarah dan Geografi and Persatuan Kemahiran Hidup during my secondary school years. I had organized a concert during Canteen Day, invited artists Siti Sarah Raisuddin and One Buck Shot band to perform. I did participate in the School Annual Sports meet as well.

In my primary school days, I was actively involved in Netball and Athletics. I represented the school for Inter-School meets and created a school record in long jump event. I also joined the Girl's Guide Association as a Treasurer.

In 1998, I attended a program Hari Unit Beruniform in school. I also attended a computer course in 1999 to assist in my Mathematic, Bahasa Melayu, Bahasa Inggeris and Sains/ Pendidikan Seni. In 2000, I participated for my school in Kem Sains & Alam Sekitar in Laman Bistari Resort, Selangor.

WORK EXPERIENCE

Employer: Jalur Cahaya Sdn Bhd

Designation: Junior Account Executive (Jan 2013 – Current)

Job Scope: Responsible for data entry of invoices and bill by Admin, Contract & Procurement Department. Update schedule for Hire Purchase (Motor Vehicles), Insurances (Staff, Fixed Assets), Audit Schedule, Fixed Asset Schedule, Road Tax Schedule and Fixed Deposit Schedule. Liase with bankers for any purchase of Company Motor Vehicle and ad-hoc given by superior. Reconciliation of bank and creditors. Preparation of tax invoices to customers. Assist to prepare monthly report of credit facilities for BOD Meeting. Update journals for monthly transaction (depreciation, hire purchase interest, insurances, term loan, fixed deposits, interest income and salary). Submission of online GST to Custom.

Employer: Pilot Management Services Sdn Bhd

Designation: Accounts Assistant (March 2011 – Dec 2012)

Job scope: Responsible for full sets of accounts. Key-in sales invoices, purchase invoices, fixed assets schedule, salary schedule and bank reconciliation. Update EPF and SOCSO of client for every month.

COMPUTER SKILLS

Able to use the following software/tools

• Microsoft Excel & Word	Intermediate
• MYOB (Accounting)	Intermediate
• QUICKBOOK (Accounting)	Intermediate
• LOCALPLUS (Accounting)	Intermediate
• QnE (Accounting)	Intermediate
• AutoCount (Accounting)	Basic
• UBS (Accounting)	Basic

LANGUAGE

- Fluent in Bahasa Malaysia (Writing and Speaking)
- Good in English (Writing and Speaking)

ADDITIONAL INFORMATION

Personal traits:

- Hardworking, quick learner, work comfortably around people, positive attitude
- Enthusiastic in accounting and bookkeeping, a good team player, good analytical and problem solving skills

Interest:

- Listening to music and watch movies.

Possess own transport	:	Yes
Expected Monthly Salary	:	RM 4,000
Current Salary	:	RM 3,000
Notice	:	1 Month