# RESUME



**NORHAZWANI BINTI MOHD HANAPI**

# Personal Particulars

Address : F-3-11 SEROJA APARTMENT TAMAN PUTRA PERDANA 47130 PUCHONG SELANGOR

Mobile No. : 013- 5347701 / 016-3136457

E-mail : izz\_wannie@yahoo.com

Age : 29

Date of Birth : 20 September 1988

Nationality : Malaysian

Gender : Female

Religion : Islam

Marital status : Married

Driving license : B2 and D

Expected Salary : RM 2500 and negotiable.

# Educational Background

Julai 2010 – Julai 2013 : Universiti Utara Malaysia, Sintok, Kedah Darul Aman.

Bachelor of Marketing (Honors)

**CGPA : 3.47**

Jan 2010 – March 2010 : Scicom Academy Sdn Bhd

Employability Training Programme by Ministry of Higher Education

( Customer Contact Services)

**Grade : PASS**

Jan 2007 – Dec 2009 : Sultan Abdul Halim Mu’adzam Shah Polytechnic (POLIMAS)

Diploma in Accountancy

**CPGA : 3.50**

Jan 2001 – Dis 2005 : Sek. Men. Keb. Seri Mahawangsa, Jitra, Kedah

# Work Experience

April 2015 - Present : AXISJAYA SDN BHD – ACCOUNT ASSISTANT

* Manage construction account payable (subcon/supplier/creditors/staff claim/utilities)

• Prepare aging summary for payment and Issue payment voucher and cheque to supplier & subcon and key in all the invoices.

* Monitor work done and retension sum for sub contractor.
* Issue invoices to debtors
* Maintaining budget for utilities/creditors/staff claim/ others and prepare payment.
* Filing and admin task
* Handling Petty cash

August 2014 – Mar 2015 : NCN Construction Sdn Bhd – Purchasing/Admin/Account Assistant

* Deal with supplier to order material
* Compared price list from quotation
* Prepared Purchase Order and sub,it to supplier
* Key in details from delivery order and invois
* Doing account such as key in transaction/ update bank book
* Customer Service

July 2013 – July 2014 : Kolej PBH Sdn Bhd – Tutor / Admin Assistant

* Tutor for Accounting Class
* Doing marketing
* Doing motivation talk for secondary school
* Administrative(Filing/Key in data/Account/HR/Phone Call)
* Customer service

Jan 2012 – Dec 2012 : Avail Beauty Agent

* Doing sales activities to customer through door to door at UUM, Sintok

July 2008 – Dec 2008 : MNZWAJ Associates

* Trainee and account clerk at MNZWAJ Associates
* Prepared account for client company,
* Prepared audit paper work
* Prepared annual report

Dec 2005 – Dec 2006 : Pasaraya Hari – Hari

* Cashier and salesgirl

# Extra – Curriculur Activities

2010 – 2013 : Member of Secretariat Team Prihatin Siswa

Secretary Training of Trainers

Member of SISPA, Jabatan Pertahanan Awam

**Universiti Utara Malaysia**

2007 – 2008 : Treasurer of the St. John Ambulans Malaysia

**Politeknik Sultan Abdul Halim Mu’adzam Shah**

2004 – 2005 : Secretary of the Kadet Remaja Sekolah

**Sek.Men.Keb.Seri Mahawangsa**

# Skill/Srengths

* Proficient in Microsoft Word, PowerPoint, Excell, **UBS Computerized**
* **Accounting, AutoCount Accounting software.**
* Can work under pressure and meet tight deadlines
* Willing to travel and working in extra hours
* Committed ang high determination and have high ability in self learning
* Good interpersonal and communication skill in both Malay and intermediate in English
* Capable to work collaboratively with team members to achieve common goals, while maintaining responsibilities and commitments

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| **Honours & Awards** |

* Dean List Award ( JAN2012, JULAI 2011)

**Universiti Utara Malaysia**

* Head Department Award (JAN 2007 , JAN 2008 , JAN 2009)

**Politeknik Sultan Abdul Halim Mu’adzam Shah**

* First Runner-up debate in ”Program Kem Remaja Koperasi Sekolah Peringkat Zon Utara” (2004)
* Best Debators in ”Program Kem Remaja Koperasi Sekolah Peringkat Zon

Utara.”(2004)

# Reference

The following persons have agreed to provide any additional information regarding my qualifications and character:

Name : Munirah Binti Baharudin

Position : Account Manager, AXISJAYA SDN BHD

Phone no : 03-83222000