|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | |  | | |  | | **PROFESSIONAL SKILLS** | | | | | |
|  | | | **NUR FARHANA BINTI ALIAS** | | |  | | | | | | | **Proficiency** |
|  | | |  | | | * **Tally Accounting Software** | | | | | | | Intermediate |
|  | | | **CAREER OBJECTIVE** | | | * **Sage UBS Accounting** | | | | | | | Intermediate |
|  | | | To persevere a challenging career | | | * **Microsoft Office** | | | | | | | Advance |
|  | | | in the field of accounting at a | | | * **ProSystem f(x) Audit Software** | | | | | | | Intermediate |
| Description: H:\IMG.jpg | | | growth-oriented firm, to push | | | * **IFCA System** | | | | | | | Advance |
|  | | | further my skills and experiences | | |  | | | | | | |  |
|  | | | into new horizons as well as to | | |  | | **WORKING EXPERIENCES** | | | | | |
|  | | | acquire new abilities | | | **IRAMA DUTA SDN BHD** | | | | | | | |
|  | | | | | | August 2015 – 3rd March 2017 | | | | | | | |
| **PERSONAL PARTICULARS** | | | | | | Account Assistant | | | | | | | |
| **Date of Birth :** | | 19th Nov, 1990 | | | | Sector: Engineering and Constructions | | | | | | | |
| **Nationality:** | | Malaysian | | | | Project involved: MRT Project-SBK and SBP line (GAMUDA) | | | | | | | |
| **Place of Birth :** | | Besut, Terengganu | | | | -Prepare bank reconciliation for each end of month | | | | | | | |
| **Marital Status :** | | Married | | | | -Issue payment for the payroll, creditors and sub-contractors as well any related to | | | | | | | |
| **Health :** | | Excellent | | | | payments | | | | | | | |
|  | |  | | | | -Analysis and prepare payments for staff claims | | | | | | | |
| **CONTACTS** | | | | | | -Key in incoming invoices from subcons and suppliers  -Prepare outgoing tax invoices for subcons. | | | | | | | |
| **Mailing** | | Blok A-3-20, | | | |  | | | | | | | |
| **Address:** | | Pangsapuri Rimba, Jln.Lengkuas 16/19 | | | | **MALAYAN BANKING BERHAD** | | | | | | | |
|  | | Seksyen 16 | | | | October 2014 – June 2015 | | | | | | | |
|  | | 40200 Shah Alam, Selangor | | | | Personal Financial Advisor | | | | | | | |
| **Tel (mobile) :** | | +60 013-2427686 | | | | Sector: Banking | | | | | | | |
| **Email :** | | [farhana\_msc@yahoo.com](file:///C:\Users\user\Desktop\farhana_msc@yahoo.com) | | | | -Promote the products to the customer for their better quality of life | | | | | | | |
|  | |  | | | | -Assist every level of customers based on their needs | | | | | | | |
| **LANGUAGES** | | | | | | -Improve the customer’s saving and invest as well for their financial balancing | | | | | | | |
|  | | Spoken | | Written | |  | | | | | | | |
| **Bahasa Malaysia** | | 10 | | 10 | | **ASF MANAGEMENT CONSULTANTS SDN. BHD.** | | | | | | | |
| **English** | | 8 | | 10 | | October 2013 – September 2014 | | | | | | | |
| **Arabic** | | 6 | | | 9 | Account, Audit and Tax Assistant | | | | | | | |
| **Mandarin** | | 5 | | | 2 | Sector: Financial consultants and audit firm | | | | | | | |
| **Proficiency** (0 = Poor, 10 = Excellent) | | | | | | -Prepare simple company accounts and audit paper work | | | | | | | |
|  | |  | | |  | -Prepare tax computation | | | | | | | |
| **EDUCATIONAL BACKGROUND** | | | | | |  | | | | | | | |
| **Level :** | Bachelor of Accountancy (Hons) | | | | | **SEK. KEB. BINTANG** | | | | | | | |
| **CGPA :** | 3.60 | | | | | August 2013 – September 2013 | | | | | | | |
| **Institute :** | Universiti Sains Islam Malaysia (USIM) | | | | | Replacement Teacher | | | | | | | |
| **Place :** | Nilai, Negeri Sembilan | | | | | Sector: Teaching and schooling | | | | | | | |
| **Year :** | 2010 – 2013 | | | | | -Teaching English Language for standard 2 and 6 | | | | | | | |
|  |  | | | | |  | | | | | | | |
| **Level :** | Foundation Accountancy | | | | | **ISMAIL ADAM & CO SDN BHD** | | | | | | | |
|  | (Tahmidi Perakaunan & Muamalat) | | | | | January 2013 – July 2013 | | | | | | | |
| **Institute :** | Universiti Sains Islam Malaysia (USIM) | | | | | Trainee | | | | | | | |
| **Place :** | Nilai, Negeri Sembilan | | | | | Sector: Financial consultants and audit firm | | | | | | | |
| **Year :** | 2008 – 2009 | | | | | -Exposed to accounting, auditing and taxation | | | | | | | |
|  |  | | | | | -Key in the invoices by using UBS accounting software | | | | | | | |
| **Level :** | Sijil Pelajaran Malaysia (SPM) | | | | | -Prepare audit working papers, went through statutory audit and auditing by using | | | | | | | |
| **Institute :** | Sekolah Menengah Kebangsaan Agama Nurul | | | | | ProSystem f(x) Audit Software | | | | | | | |
|  | Ittifaq | | | | | -Prepare tax computation and fill in C and R form | | | | | | | |
| **Place :** | Besut, Terengganu | | | | |  | | | | | | | |
| **Year :** | 2003 – 2007 | | | | |  | | | | | | | |
|  |  | | | | |  | **ADDITIONAL INFORMATION AND REFEREE** | | | | | | |
| **SIGNIFICANT COURSEWROK** | | | | | | Expected Salary : | | | | RM 2,500 (Negotiable) | | | |
| * Advanced Account | | | | | | Availability : | | | | Immediately | | | |
| * Ethics and Corporate Governance | | | | | |  | | | |  | | | |
| * Audit and Assurance Services | | | | | | REFEREE | | | | | | | |
| * Cost Accounting | | | | | |  | | | **Nur Akmal Bt Mohamad** | | | | |
| * Corporate Finance | | | | | |  | | | | Microcredit Executive | | | |
|  | | | | | |  | | | | Maybank (Kota Bharu Branch) | | | |
| **PERSONAL QUALITIES** | | | | | |  | | | | Hp: 013-4161573 | | | |
| I am versatile, cheerful and independent. Loves to travel, | | | | | |  | | | |  | | | |
| meet people and discover new cultures. I am able to work | | | | | | **Nur Syazwani Bt Abdul Rahim** | | | | | **Masriyahusna Bt Hussin** | | |
| under pressure and work well in a team with a warm and | | | | | | Audit Assistant | | | | | Audit Assistant | | |
| caring persona. | | | | | | Ismail Adam & Co Sdn Bhd | | | | | | Ismail Adam & Co Sdn Bhd | |
|  | | | | | | Hp:013-4266913 | | | | | | Hp: 019-6182623 | |
|  | | | | | |  | | | | | |  | |