



NUR ATHIRAH ADAM

PERSONAL PARTICULAR

016-2278406

Shah Alam, Selangor

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OBJECTIVE CAREER

Seeking a position of accountant in your organization to utilize my educational qualification, and analytical skills for mutual growth and success. Ambitious, self-motivated, and able to take one up on all ad-hoc task.

LANGUAGES

	Writing	Spoken
Malay	Excellent	Excellent
English	Intermediate	Intermediate

COMPUTER SKILLS

Microsoft: Excel, PowerPoint, Words, Teams, Access	Excellent
System: SQL, MYOB, Oracle Piers, SPSS, Auto Count	Intermediate

SOFT SKILLS

Teamwork	Excellent
Active Learning	Excellent
Communication	Good
Time management	Excellent

OTHER INFORMATION

Willing To Relocate: Yes

Willing To Travel: Yes

Availability: **Immediate**

JOB EXPERIENCES

October 2022 - Present

Protege, Finance
Galaxy Aerospace (M) Sdn Bhd, Ara Damansara
Petaling Jaya

Work Description

- Monitor and tracking all the outstanding and due dates for each credit card every month.
- Check all the staff claims before proceeding with payment and record Journal Entry dated every end month.
- Liaise with Admin Department and PIC of all bases for petty cash and record all transactions in AutoCount and reconcile every month.
- Ensure all the fixed assets are up to date and enter depreciation amount for all fixed assets.
- Liaise with Admin and IT Department in regard to their respective monthly expenses and proceed with payment.
- Assist the Finance Controller (FC) in monitoring day-to-day finance and accounting activities.

September 2021 - June 2022

Executive, Wholesale Management
Toyota Capital Malaysia, Damansara Utama
Petaling Jaya

Work Description

- Perform day-to-day wholesale operations (vehicle purchase transactions, verification, and dealers' collection)
- Liaise with Dealers' queries on billing & payment and deletion of e-ownership and handling dealers' request for demo car conversions.
- To comply with Wholesale Policy and SOP.
- Communicated and make an engagement with client.
- Perform daily reports (dealer netting and purchases) to dealers.

September 2020 - February 2021

Internship Corporate Advisory
Accounting Services and Secretarial Services
FNR Advisory Sdn Bhd, Shah Alam

Work Description

- Responsible to handling full set of accounts.
- Prepare bank reconciliation and monitor daily bank balance.
- Overseeing accuracy of recordkeeping and accounting functions.
- Communicated and make an engagement with client.
- Perform administrative tasks including drafting letters, draft resolution, proforma invoices and other documents.
- Teamed with supervisor to complete and submit required forms.
- Responsible to maintain effective and systematic filing systems.

EDUCATION

2017 - 2021

Bachelor of Accountancy with Honors
University Selangor (UNISEL)
CGPA: 3.34

2014 - 2015

Sijil Tinggi Pelajaran Malaysia (STPM)
SMK Tengku Ampuan Rahimah (STAR)
CGPA: 2.34

2009 - 2013

Sijil Pelajaran Malaysia (SPM)
SMK Tengku Ampuan Rahimah (STAR)
Result: 4B 1C+ 1D

AWARD & ACHIVEMENTS

- Awarded 2 times dean list award.
- Awarded with distinction SQL Account 2020.
- School Representative of Program Latihan Transformasi Negara 2015.
- Bronze medal Pre-University Game Sports Tournament (Netball) 2015.
- Champion of Arabic Writing Competition 2013.
- Champion of "Pertandingan Aerobikton" 2012.

EXTRA CURRICULUM

- President Unisel Accounting Club (UAC) 2019 to 2022.
- Head of Protocol Jelajah Akaun 2020 (MIA)
- Head of Protocol Jom Minat Akaun Tour De' School.
- Secretary Visit to Parliament.

REFERENCES

- Badrulzaman Bin Aminuddin**
Finance Controller
Galaxy Aerospace (M) Sdn Bhd
Ara Damansara, Petaling Jaya
Tel: 017-2121424
Email: badrulzaman@galaxyaerospace.my
- Kastina Yusof**
Lecturer and Accounting Club Advisor
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