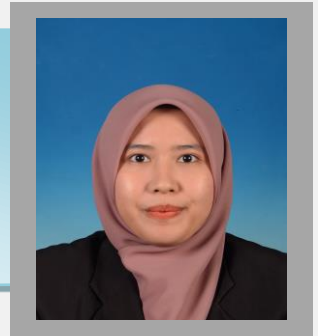


NURUL MAS FATIRA BT MOHD ISA@ZAINAL

940220-06-5528



+6018-9022006 ✉ mazfatyra94@gmail.com 📍 1431-F1, Lot 1431B, Jln Gajah 21, Kg Kubu Gajah, Shah Alam.

WORK EXPERIENCE

APRIL 2018 – CURRENT

ACCOUNT PAYABLE EXECUTIVE (AP)

BHIC AEROSERVICES SDN BHD, HELICOPTER CENTRE, SUBANG.

- Perform day to day processing of account payable transactions.
- Check and verify all the invoices from vendors.
- Matching the invoices, Do and Po before prepare the payment voucher.
- Update SAP accounting system (Payable) constantly to ensure that there are effectively maintain.
- Prepare the cheque and payment voucher.
- Prepare bank reconciliation and key in all bank charges/income for all relevant bank accounts.
- Check and follow through for debit and credit advice from financial institution for prompt adjustments.
- Work with external auditors on the company's annual audit.
- To ensure statutory and schedule payment done on time.
- To support on monthly end closing.
- Attend ad-hoc request/enquiry from vendor and other relevant department.

JANUARY 2018 to MARCH 2018

ADMIN ASSISTANT

HONG LEA DISTRIBUTOR SDN BHD, SENAI, JOHOR.

- Assist in sales process by preparing purchase order and issuing invoices.
- Must ensure all consumer products purchased were delivered to the customers on time.
- Assist in managing shipping documents and issuing credit notes if needed.
- Liaise with sales department and warehouse team.
- Familiar with distributor system such as DMS and SSC system.
- Prepared daily report and submitted to superior.

SKILLS

- Ramco System
- SAP System
- SQL Accounting System
- SSC & DMS System
- Microsoft Office

TRAINING ATTENDED

- Microsoft Excel- Int & Advance Level
- Office Safety & Ergonomic

EDUCATION

2012 to 2017:

UNIVERSITI SAINS ISLAM MALAYSIA.

- Bachelor's Degree of Muamalat Administration. CGPA 3.77
- Foundation of Accounting. CGPA-3.75

2007 to 2011:

**SEK.MEN.AGAMA AL-KHAIRIAH,
TEMERLOH,PAHANG**

- Sijil Pelajaran Malaysia (SPM) – 10A 1B
- Sijil Menengah Agama (SMA) – Mumtaz

EXTRA-CURRICULAR ACTIVITIES

2015-2017

- **SBU OUTDOOR AND EXTREME ACTIVITIES**
President
- **MAJLIS MAHASISWA/SI ANAK PAHANG**
Vice President
- **VOLLEYBALL (FACULTY TEAM)**
Main player

REFERENCE

Will be provide upon request.