

NUR DIYANA BT ROSLIZAN



DOB : 28th April 1992

Status : Married

H/P: 012 555 2352

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Address : 2A, Jalan Simfoni 4, Simfoni Perdana, LBS Alam Perdana, 42300 Bandar Puncak Alam, Selangor

CAREER OBJECTIVE

To secure a position that allows me to use my skills and experience with satisfaction and work advancement.

WORK EXPERIENCES

GAMUDA M&E SDN BHD

NOV 2019 – PRESENT

ACCOUNT ASSISTANT

- Checking all relevant documents/information are attached with invoices for keying into IFCA System.
- Checking monthly invoices / debit notes for back charging expenses.
- Update cash book daily.
- Follow-up payments including ensuring all in order, tracking, signatures and pay on time.
- Conduct Bank Reconciliation.
- Verified all received dates for all documents received and ensure proper filling.
- Deal with suppliers, debtors, and interco colleagues, management and directors on solving and completing tasks.
- Any other task assigned by management when it is required.
- Ensure all accounting records and systems are in compliance with company policies and statutory requirements.
- Support all accounting tasks including AR, AP and Full Set of Accounts.

PEMBINAAN YUEN SENG SDN BHD

NOV 2017 – JUNE 2019

ACCOUNT EXECUTIVE

- Involved in day to day accounting operations.
- Handle full set of accounts.
- Ensure timely and accurate closing and reporting reports.
- Responsible for final viewing annual audit and audit queries.

- Take charge in full spectrum of financial accounting, manage workflow of the accounting process to ensure proper maintenance of all accounting entries in the system.
- Liaise with external auditor, tax agent and company secretary and other related parties.

RAFTA BINA SDN BHD

APR 2017 – NOV 2017

ACCOUNT EXECUTIVE

- Handle full set of accounts and GST. Involved in day to day accounting operations.
- Prepare and ensure timely submissions of monthly management report.
- Liaise with external auditor and company secretary.
- Ensure accounting records and systems are in compliance with company policies and statutory requirements.
- Support accounting tasks includes AR, AP and Full Set of Accounts.

YHL & ASSOCIATES

JAN 2015 – MAR 2016

TRAINEE & AUDIT ASSOCIATE

- Perform statutory audits of financial statements for wide range of clientele from various industries.
- Responsible for various aspects of auditing functions including audit planning, system review and audit fieldwork, etc.
- Handle audit assignments independently. Handle tax compliance matters for corporate clients.
- Assist in preparing financial statements and schedules. Perform consolidation of accounts.
- Ensuring timely completion of audit and ensuring meeting monthly budget/billing.

REFERENCES

SYAKIRAH MEOR HAMZAH **RASHIDI DOLRASIP**

Head Account Department
Pembinaan Yuen Seng

Managing Partner at Rafta
Bina Sdn Bhd

T: 012 553 7841

T: 012 308 2599

PROFESSIONAL SKILLS

 **MS OFFICE**
 **IFCA, SQL, UBS, MYOB**

EDUCATION BACKGROUND

UNIVERSITI TEKNOLOGI MALAYSIA

GRADUATED IN 2016

BACHELOR OF ACCOUNTANCY (HONS)

UNIVERSITI TEKNOLOGI MALAYSIA

GRADUATED IN 2013

DIPLOMA OF ACCOUNTANCY

SEKOLAH MENENGAH KEBANGSAAN AGAMA YAN

SIJIL PELAJARAN MALAYSIA – 2009

PEPERIKSAAN MENEGAH RENDAH – 2007

SEKOLAH KEBANGSAAN HAJI HUSSIN DOL

UJIAN PENILAIAN SEKOLAH RENDAH – 2004

PERSONAL SKILLS

TEAMWORK

MOTIVATED

CREATIVE

BROAD-MINDED

EXPECTED SALARY

RM 3,600.00 (Negotiable)