

NOOR FARRAHIN AHMAD



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CAREER SUMMARY

A highly skilled, qualified and accomplished candidate with extensive knowledge of financial accounting and auditing. Seeking an entry position as Accountant to upgrade my skills and knowledge in the financial sector. I am capable of working effectively and efficiently in teams and fast-paced environments.

EXPERIENCE

MACRO DIMENSION CONCRETE SDN BHD | ACCOUNT ASSISTANT 03/2023- PRESENT

- Reconcile bank statements and maintain cash accounts. Assist in preparing bank deposits and withdrawals.
- Process invoices received from vendors and ensure timely payments. Verify the accuracy of invoices, resolve discrepancies, and obtain necessary approvals.
- Maintain accurate and up-to-date financial records, including ledgers, journals, and registers. Ensure all transactions are properly recorded and categorized.
- Handle routine accounting tasks such as reconciliations, journal entries, and month-end closing activities.
- Provide necessary documentation and support during internal and external audits. Ensure compliance with accounting standards and regulations.

BDO PLT (PENANG) | AUDIT ASSOCIATE 12/2022- 02/2023

- Assist in the planning, execution and finalisation of audit assignments.
- Carry out audit jobs assigned by superior within the timeframe given.
- Perform test of controls, audit testing and preparation of audit working papers and relevant documentation for the audit files to support all opinions and testing conclusions.
- Recognize potential audit issues or unusual relationships from basic analysis of the financial statements and communicate them to the assurance team.
- Follow up any outstanding issues from clients. Develop and maintain good working relationship with audit clients.
- Liaise with company secretary, and other authorities to obtain statutory information required during the course of the audit.

KHAIRUDDIN HASYUDEEN & RAZI | INDUSTRIAL TRAINING 09/2021 - 02/2022

- Undergoing 6-months of industrial training at KHR as an account and audit intern.
- Exposed into auditor working environment such as prepare audit procedure, do an analytical review and prepare an audit report. Selected to involve do stock take based on company's accounting period
- Assist in performing accounting works on company related/associated companies. Involve in record, track and trace financial transactions as well as receiving invoices and issue the payment.
- Assist in bank reconciliation, journal entry and managing staff claim and petty cash transaction.
- Familiar with the accounting software such as AutoCount, UBS and SQL.

EDUCATION

UNIVERSITI TEKNOLOGI MARA (UiTM) PUNCAK ALAM	2018 - 2022
· Bachelors of Accountancy (Hons); CGPA 3.06	
KOLEJ MARA KUALA NERANG	2017 - 2018
· Foundation in Accounting; CGPA 3.82	
MRSM KUBANG PASU	2012 - 2016
· Sijil Pelajaran Malaysia; Gred/CGPA 4A 2B 2C / 3.66	

SKILLS AND ABILITIES

- Microsoft (Word, Powerpoint, Excel)
- SQL Account Computerized Software
- Auto Count Accounting System Software
- Malaysian University English Test (MUET) Band 3

LANGUAGES

- Proficient in Malay, English
 - Beginner in Mandarin
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EXTRACURRICULAR ACTIVITIES

SEKRETARIAT MAHASISWA FAKULTI (SMF) PERAKAUNAN Academic & Career Exco	2018-2019
· ACCA Drive of Professionalism: Silent Auction - Venue & Equipment Bureau	
· A Bright Work Sight 2.0: Deloitte - Committee Member	
· KPMG Virtual Internship Programme (Tax) – Participant	
· Karnival Keusahawanan Digital – Committee Member	
· Appreciation Dinner 2019 – Special Duty Bureau	
· Visit of Selangor Matriculation College – Programme Bureau	
· Intuitive Convo – Committee Member	
· Highlander Sport 2019 – Committee Member	
· Malaysian Accounting Students Convention (MASC) 2019 - Participant	
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PROGRAM SOCIAL ENTREPRENEURSHIP BOOKKEEPING PENIAGA PASAR TANI (UITM)	2018
Junior Consultant	
· Guided and assisted in proper recording of cash flows and separating business's money with the owner's money under the supervision of assigned lectures.	

REFERENCE

Anis Syaheera
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