



# NURUL SHIFAA BINTI SHARIR

Rawang, 48010 Selangor. 013-3871197, [shifaa1998@gmail.com](mailto:shifaa1998@gmail.com)

Hardworking and detail-oriented individual, equipped with an advanced-knowledge in accounting, passionate to develop skills, looking forward to join an organization that values excellence and innovation.

## EDUCATION

### INTEC Education College (2016 – 2020)

Shah Alam, Selangor

- Certified Accounting Technician (CAT) – Passed all papers in 1 attempt
- Association of Chartered Certified Accountants (ACCA) – Completed 6 papers
- Relevant Coursework: Accounting, Taxation, Audit, Business Law.
- Leadership: High Committee of INTEC for 1 term

### Sekolah Menengah Kebangsaan Bandar Sungai Buaya (2021 – 2015)

Rawang, Selangor

Sijil Pelajaran Malaysia (SPM)

- Honors: Scored 9As in SPM, Anugerah Sahsiah Unggul HEM
- Leadership: President of Mathematics for 1 term.

## WORK EXPERIENCE

### Foto SZ

(08/2019 – 03/2020)

#### Sales Assistant

Provide graduation & gathering photos

- Recording daily transactions and managing inventory movements
- Communicating with customers on a daily basis

### Ternary Advisory Services Sdn Bhd

(04/2022 - present)

#### Junior Accountant

Shared Service Company

- Completed 10 full set accounts within 7 months
- Consistently completed full set account until submit to audit team within the deadline.
- Communicated with clients effectively & ensured queries from auditor are successfully solved.

## CURRICULAR & LEADERSHIP ACTIVITIES

### Block 3, Kolej Cemara (Feb 2017)

- Being the Head of Residential Block to monitor all the students activities in the residence block.

### Friendly Badminton Activity (Feb 2019)

- Delegated the event as a Program Director to ensure that program runs smoothly.

### Persatuan Seni Silat Cekak Pusaka Ustaz Hanafi (2018 - 2019)

- Delegated the club as a Bureau of Activities Planning to plan for a club for team building n bonding time.

### Jalanan Kasih Bersama Anak-Anak Yatim (May 2018)

- An educational visit to Petrosains with 40 orphanages from Rumah Perlindungan Nur Hati.

## CORE COMPETENCY

Microsoft Office (Excellent)

Leadership & Communication (Excellent)

Teamwork (Good)

Flexibility (Good)

Time Management (Excellent)

Attention to Detail (Excellent)

## LANGUAGE

Malay (Proficient)

English (Proficient)

Indonesia (Limited Proficient)

## REFERENCE

Ms. Nur Asma Husna binti Shahroni  
Lecturer of Audit & Assurance, IPAC education  
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