

# AINA FARHANI ZULKIFLI

✉ [ainafarhani75@gmail.com](mailto:ainafarhani75@gmail.com)

☎ 019 457 3703 📍 Klang, Selangor.

🌐 Malaysian 📅 18 May 1998 👤 Married

💰 Expected Salary - RM 2,500



## Account Executive

## SOFTWARE SKILLS

**Microsoft Office**  
Intermediate

**SQL**  
Intermediate

**Oracle**  
Beginner

## LANGUAGES

**Bahasa Melayu**  
Expert

**English**  
Intermediate

## HOBBIES

🍳 Cooking

🎧 Listen to music

✈️ Travelling

🏃 Outdoor sports

## WORK ASPIRATION

I aim to growth my accounting career in 3 years from now and help your company Galaxy Aerospace (M) Sdn Bhd to manage critical tasks by using all my knowledge and skills that I gained from my experienced.

## WORK EXPERIENCES

Pharmaniaga Berhad  
Corporate Finance Executive  
(Corporate Strategy & Reporting)

March 2021 – Present

- Analyze and consolidate financial information (historical and forecast) of a targeted line of business, company or group and propose/provide an appropriate recommendation through management reporting.
- Identify opportunities for performance improvement of targeted line of business, company or group for value creation across these areas;
- Execute the Corporate Strategy and Reporting's initiatives towards achieving success of each targeted line of business based on the Corporate Finance's plans;
- Develop and recommend strategic and long-term goals/initiatives based on the analysis and studies on microeconomics and macroeconomics factors;
- Perform a financial due diligence of a target company so that management can make informed decisions;
- Monitor and respond to all incoming and queries on due diligence's requirement to ensure all information gathered is sufficient for analysis; and
- Preparing a weekly report and Minute of Meeting (MoM) both internal and external for future references.

Sanieuro Sdn Bhd  
Account Assistant (Account Management)

October 2020 - Now

- Prepare a monthly stock report to check whether the stock in and out are balance
- Assists in preparing a debtor aging for further checking
- Made a payment for electricity and water bill every month and using a public courier service.
- Assists in handling Sst and dealing with supplier Sst registration Letter and also their HS tax code
- Prepare the purchase order (PO)
- Prepare purchase invoice (PI)
- Assist in other urgent tasks that provide by others team member such as checking the supplier invoice (SI) and email customer or contact them.
- Prepare all the tax queries that requested by the external auditor every year.

Math Monkey, TTDI  
Teacher

October 2018 – January 2019

- Teach the student with teaching lessons provides which is related only with Mathematics.
- Guide them with simple example for better understanding in Mathematics subjects.

## INTERNSHIP

Pharmaniaga Berhad, Shah Alam

Internship (Account Payable)

June 2019 – August 2019

- prepare account payable transactions.
- prepare bank reconciliation.
- prepare payment voucher/advice.
- made GIRO and Logistics payments.
- made vendor financing which is VFP/VPP.
- prepare listing invoices.
- prepare PV repots.
- prepare suppliers invoices into the system.
- communicate with all of the suppliers via email to provide their SOA transaction every month.
- made BA schedule for the company.
- prepare audit confirmation letters.
- made SCB payment based on it type of banks.
- prepare E-procurement by referring to supplier's E-invoices.

## ACHIEVEMENT & AWARDS

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2008 – 2015

- 2008 - Champion in handball (School level)
- 2009 - Anugerah Kecemerlangan Koakademik
- 2009 - Champion in Eureka (School level)  
- Runner -up in Eureka (State level)
- 2010 - Participation in Netball (1Murid1Sukan)
- 2011 - Participation in Debate Pantun
- 2012 - Second place in Netball (School level)
- 2014 - Champion in Softball (School level)
- 2015 - Second place in Softball (School level)

## PERSONAL SKILLS

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- Organized and detailed.
- Highly trustworthy, and ethical.
- Passionate about daily and continuous improvement.
- Good time management abilities and punctual.
  - Good commitment to team environment dynamics.
- Technological native familiar with standard software and uses computers daily.