



NUR 'ATHIRAH BINTI FARIZAL HARYADI

Subang Bestari, Shah Alam, Selangor | 0133647276 | nurathirahfh@gmail.com

“Successfully applied knowledge during internship as junior accounting and audit. Equipped with a solid commitment to provide high – quality support to the management for consistent growth and development of account and audit of diverse company. Keen to pursue a career in accounting related field to contribute my exceptional skills while working towards company’s mission”

SOFTWARE

- UBS Accounting : Basic
- Autocount : Basic
- Superior Tax Comp : Basic
- MS Office : Expert
- MS Excel : Expert
- MS Powerpoint : Intermediate

LANGUAGE

- Bahasa Melayu (Native)
- English (Immediate)

SKILLS

- Quick to embrace challenge and changes in priority, providing significant result and high levels of accuracy
- Able to work well in a team, contributing ideas and cooperating with others to achieve common goals
- An effective written and verbal communicator with others to achieve common goals
- Skilled in decision making, conflict resolution and strategic planning.

REFERENCE

Mrs Normasena Binti Mastor

Senior Audit
Zuraiah & Partners
019-9000748

Dr Safrul Izani Bin Mohd Salleh

Senior Lecture
Faculty Of Accountancy & Business
UniSZA
+60111-61048384

EDUCATION

University Sultan Zainal Abidin (UniSZA)

Degree in Accounting with Honours
September 2019 until August 2023
CGPA: 3.25

Polytechnic Kota Bharu (PKB)

Diploma in Accountcy
October 2015 until April 2018
CGPA: 3.01

EXPERIANCE

Zuraidah & Partners (Internship)

April 2023 – August 2023

- Prepared full set of Management account include Trial Balance, Statement of Financial Position, Statement profit and loss, Notes to the account, PPE Schedule, Salary Schedule, General ledger
- Liased with clients, secretaries, tax agent for queries documentation and tax
- Prepare management letter and audit report for clients

Hospital USM Kubang Kerian (Pembantu Tadbir Kewangan)

September 2018 – December 2018 (Task Force Team)

- Analyze and get information for financial and monetary transaction for debtor
- Assess possible action to taken and make recommendation to company

Hospital USM Kubang Kerian (Internship)

November 2017 – April 2018

- Able to prepare management account for company.
- Able to manage registration for tender, limited tenders, quotation and direct negotiation.
- Handle for student payment charge and update their data

EXTRA CURRICULAR

Police Undergraduate Voluntary Corps (Kor- SUKSIS)

September 2019 – August 2022

- Complete 3 years basic training including annual training camps
- Exco Protocol for International Conference on Soft Skills (ICOSS) and annual training camp
- Tresurer for Final Project Blue for Society Expedition (B4SE)

Exco Volunteer Polytechnic Kota Bharu

(November 2017 – April 2018)

