

RABIATULADAWIYAH BINTI AZIZI

ACCOUNTING AND FINANCE

P 019-2329890

E atulazizi99@outlook.my

A Shah Alam, Selangor

W www.linkedin.com/in/rabiatuladawiyah-azizi

OBJECTIVE

A fresh graduate seeking an opportunity in the field of Accounting and Finance with experiences in an accountancy internship. Willing to learn and adapt to new working environment which include the ability to work calmly under pressure and meet dateline on time.

EDUCATION

2020 – PRESENT

Bachelor (Hons) In Accounting and Finance, Sunway University

CGPA: 2.85

2019 – 2020

Malaysian Skills Diploma in Accounting, Sepang Vocational College

Passed Level 4 out of 5

2017 – 2019

Diploma in Accounting, Sepang Vocational College

CGPA: 3.85

2015 – 2016

Sijil Vokasional Malaysia, Sepang Vocational College

CGPA: 3.89

EXPERIENCE

JANUARY 2023 – MARCH 2023

Account and Finance Internship, KHATAM Festive Apparel Sdn Bhd

- Key-in invoice data and reconcile bank statement in MyOB system
- Key-in invoice data, payment voucher and reconcile bank statement in SQL system
- Update daily sales based on cash register summary received from staff in boutique
- Assist on monthly stock count and update in Shopify POS system

DECEMBER 2021 – MARCH 2022

Account and Finance Internship, OPCOM Shared Services

- Key-in invoice data for account payables in SQL system
- Key-in payment voucher and made payment to supplier via online transfer
- Update weekly cashflow to supervisor based on the total payment made out in every week
- Performed tagging and sighting of fixed assets for auditing purposes
- Compiled the total of capital expenditure amount in all business unit for updating purposes



KEY SKILLS

- MICROSOFT OFFICE (WORD, POWERPOINT AND EXCEL) – PROFICIENT

ACCOUNTING SYSTEM:

- **UBS SYSTEM** - INTERMEDIATE
- **QNE SYSTEM** – BEGINNER
- **SQL SYSTEM** – BEGINNER
- **MYOB SYSTEM** - BEGINNER

LANGUAGES

- BAHASA MELAYU - NATIVE
- ENGLISH - INTERMEDIATE

JANUARY 2019 – MAY 2019

Account Internship, BGMC CORPORATION

- Key in invoice data for account receivables and account payables in Qne system.
- Performed payment voucher listing precisely
- Assisted in prepared cheque for 10 site staff and proceed cheque to the bank
- Organised document in files for creditors properly for the year 2018 and 2019 for the audit purposes

EXTRACURRICULAR ACTIVITIES

JUNE 2018

Volunteered in Powerman Asia Duathlon Championship Malaysia, Putrajaya

- Prepared foods and drinks for participants
- Organised award in backstage for the winner
- Communicated and discussed with audio teams for any problem arose from the audio

FEBRUARY 2018

Participated in Student Entrepreneurship Programme (1st Step) at Gombak Vocational College, Selangor

- Attended talk about entrepreneurship
- Prepared and presented proposal of business ideas on stage

JANUARY 2017 – OCTOBER 2018

“School Enterprise” Representative & Committee Member, Sepang Vocational College Peers Counseling Society

- Organised events and activities for students every wednesday
- Communicated and discussed with members to create events
- Prepared and presented proposal to raise fund for clubs

REFERENCES

Name: Jey L Burkhardt

Position: Lecturer ESAP Unit, Centre for English Language Studies

Email: burkhardtjey@gmail.com

AWARDS

2020 – 2022, Sunway University

- JEFFREY CHEAH
ENTRANCE SCHOLARSHIP
AWARD

2017, Sepang Vocational College

- MOST OUTSTANDING
STUDENT IN BAHASA
MELAYU

2016

- PASS WITH DISTINCTION,
UBS SOFTWARE (JOHOR)
CERTIFICATE