



Raja Nurul Adilah Raja Aziz

Job Experiences

June 2023–Current

Senior Account Executive • Solara Systems (M) Sdn Bhd (Contract)

- To manage full set Financial Statement
- Performing day to day accounting operations
- Handle debtor collections and ensure AR and AP reconciliation monthly
- Prepare bank reconciliation and monitor daily bank balances
- Prepare monthly management reports and other accounts related matters
- To ensure proper filing or update of documentation for all related records
- Assist in administration tasks
- Undertake any other ad-hoc accounting assignment

December 2022–June 2023

Support • Rada Sawit Sdn Bhd

- Approve of payments

April 2019–June 2023

Account Executive • AR Eastern Sdn Bhd

- Key-in data in SQL system for full set of Account from the beginning
- Prepare monthly book-keeping for company account with bank reconciliation
- Coordinate with Admin to ensure the completion of documents for filing based on bank account activity & ensure document submission on time for SST
- Liaise/communicate/review company accounts with company accountant every 2 months prior SST submission & at the end of company financial year



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Work Preferences

Expected Monthly Salary
RM 4,000.00 (Negotiable)

Notice
Two (2) Weeks

Availability

Education

Universiti Teknologi Mara, Lendu Melaka (2015-2018)

- Bachelor of Accountancy (Hons)
CGPA – 2.72

Universiti Teknologi Mara, Arau Perlis (2011-2014)

- Diploma In Accounting Information System
CGPA – 3.18

- Check on the final accounting from accountant prior to audit and also review preliminary draft audit when completed together with company higher management
- Attend the relevant ISO trainings internal/external and any other related ISO tasks on ad hoc basis
- Prepare procedure, create forms and memo for Finance & Account Department
- Check & ensure company tax payment on accuracy & datelines
- Liaise with company tax agent regarding on company tax revision as per the datelines
- Prepare documents for application of Bank Guarantee, Insurance and Facility to the bank
- Prepare documents for Foreign TT payments to submit to the bank
- Initiate all payment using online banking & communicate with approval
- Prepare profit analysis report based on projects/contracts
- Chase payment from Clients & Compile of Submission of Invoice to Clients
- Prepare financial report for current and next year
- Create Sales & Purchase form for SQL Accounting System
- Ensure all payments to Customs for SST
- Lead of Protégé Training at Account & Finance Department
- Attend meeting regarding on financial matter on behalf of Manager
- Preparation of tender documents for admin and financial matters
- Prepare & filing company secretary documents regarding on submission of application (Form 9, Form 24, Form 44, Form 49 etc)
- Prepare Official Letter/Quotation/Invoice/Credit Note and other documents required when needed
- Assist in documentation and maintain filing records
- Prepare all payments to Suppliers, KWSP/SOCISO/MTD/Salary, Overtime and payments related to every contracts
- Take over admin task during staff's maternity or leave
- Communicate with owner for monthly rent/maintenance of the office
- Liaise with External IT for office system failure
- Booking accommodation and flight ticket for oversea / local business trip

April 2019–June 2023

Account Executive • Aero Perkasa Sdn Bhd & Aerobuzz Sdn Bhd

- Key-in data in SQL system for full set of Account from the beginning
- Prepare monthly book-keeping for company account with bank reconciliation

Computer Skills

1) **Operating Systems :**

Microsoft Office



2) **Database Systems :**

SQL Accounting



UBS Accounting



A Plus Accounting



MYOB Accounting

3) **Personal Skills :**

Teamwork

Independent

Quick Learner

Problem Solver

4) **Language :**

English

Malay

- Coordinate with Admin to ensure the completion of documents for filing based on bank account activity & ensure document submission on time for SST
- Liaise/communicate/review company accounts with company accountant every 2 months prior SST submission & at the end of company financial year
- Check on the final accounting from accountant prior to audit and also review preliminary draft audit when completed together with company higher management
- Check & ensure company tax payment on accuracy & datelines
- Liaise with company tax agent regarding on company tax revision as per the datelines
- Prepare all payments to Suppliers, KWSP/SOCSSO/MTD/Salary, Overtime and other payments
- Prepare documents for Foreign TT payments to submit to the bank
- Create Sales & Purchase form for SQL Accounting System

September 2020–June 2023

Finance • G7 Global Aerospace Sdn Bhd

- Handle of Fixed Deposit Placement to the Bank
- Prepare documents for Foreign TT payments to submit to the bank
- Attend meeting regarding on financial matter
- Responsible to initiate all payments for G7 Global Aerospace Sdn Bhd (LPM12Y program).
- Prepare and maintain monthly book keeping/ compile all bank statement documents.

August 2018–February 2019

Account & Owner Relationship Executive • Prominent Suites Sdn Bhd

- Ensure all the payment made key-in in the SQL Accounting system
- Prepare payment for Rental, Utilities, Assessment and Maintenance Fee.
- Manage office expenses payment such as photostate machine, pest control and others
- Verify sales of Sunway Lagoon ticket & handling purchase of Sunway Lagoon ticket.
- Maintain record rental, utilities, maintenance fee every month and maintain stock maintenance control
- Prepare statement for Owner's Relation 80 units.
- Weekly report of maintenance to present in meeting.
- Prepare agreement for new unit, letter to owners
- Make inspection to check inventory before handover and write letter for owner to repair maintenance

References

1. Reference Name : Osmady Nizaruddin
Bin Osu (AR Eastern SB)
Job Title : Executive Director
Telephone : 012-2012141
Email : osmady@areastern.my

2. Reference Name : Mohd Aizuddin
Akmal Bin Rosli (AA Associates CA)
Job Title : Audit Executive
Telephone : 014-6311419

- Liaise with owners regarding on the units and make appointment monthly for pest control, contractor
- Identify supplier for maintenance of the unit
- Liaise with Sunway Management regarding on unit's problem

April 2018–July 2018

Account & Boutique Assistant • Anaqeen Legacy Sdn Bhd

- Maintain daily data in the SQL accounting system and filling for audit purpose (SOPL & SOFP)
- Liaise with external accountant & auditor
- Issue cheque for payment & Maintaining monthly payments
- Calculating and checking to make sure payments, amounts and records are correct
- Issue salary, EPF, SOCSO & EIS to make monthly payment
- Maintain staff record such as leaves, salary preparation, and staff records
- Working with spreadsheets and sales order sheets
- Answering queries from customers and liaise with customer walk-in & online
- Involve in booth event
- Updating stock in/out into the system and stock count
- Involve in stock control and management.
- Receiving and storing the delivery of large amounts of stock

February 2017–August 2017

Internship • AA Associates Chartered Accountants

1. Setup clients' full set of Financial Statement and reconcile various accounts, statements and reports. Identifies and analyse discrepancies and errors.
2. Do corrections, adjustments & follow up outstanding items.
3. Do statutory audit for clients' financial statement and ensure compliance with all statutory and Company Act.
4. Liaise with Secretary for update of Company Form

October 2014–December 2014

Account Assistant • Faridah Maju Holdings

Key-in daily data in the UBS system, maintain manual records, compile the invoices, process bills for payment, issues the cheques for account payable, open mail and match payments to invoices