







SITI HARTINA BT MOHAMAD

CONTACT DETAILS

 Kuantan, Pahang

 014-7585474

 tinamohamad96@gmail.com

 [linkedin.com/in/siti-hartina-mohamad-](https://www.linkedin.com/in/siti-hartina-mohamad-)

TECHNICAL (IT) SKILLS

MICROSOFT OFFICE (EXCEL, WORDS
POWERPOINT) ● ● ● ● ●

STATISTIC DATA ANALYSIS (STATA) ● ● ● ● ●

AUTOCOUNT (ACCOUNTING SYSTEM) ● ● ● ● ●

SKILLS

TEAM WORK

COMMUNICATION

TIME MANAGEMENT

ATTENTION TO DETAILS

MULTI-TASK

LANGUAGES

MALAY AND ENGLISH

LICENSES

- Pre Contract Examination for Insurance Agents (PCEIA)
- Takaful Basic Examination (TBE)

REFERENCE

Prof. Madya Dr. Roslina binti Kamaruddin
Economics, Finance and Banking
UUM College of Business
roslina_k@uum.edu.my
04-9286817

PROFILE SUMARRY

Highly-motivated and deadline-committed person that need to ensure all the task been made before deadline. I have a passion in learning and able to operate effectively in a team. Thus, I am looking forward for opportunities to utilize my skills and knowledge in challenging working environment and becoming a valuable asset to the organization I work for.

EDUCATION

Bachelor of Science Economics (Hons)

UNIVERSITI UTARA MALAYSIA (UUM)

SEPT 2016 - OCT 2020

- Graduated with Second Class Upper
- Course consists: Economics Planning, Labour Economics, Business Accounting, Agricultural Marketing and Health Economics

Malaysia Higher School Certificate (STPM)

SMK ALOR AKAR

JUNE 2014 - MAC 2016

- Course consists : Economy, Geography, Pengajian Am dan Business Study
- MUET BAND 3

WORK EXPERIENCE

FINANCE AND ACCOUNT PROTEGE

GALAXY AEROSPACE (M) SDN BHD

Sept 2020 - April 2021

- Manage account payables and record daily payment transaction in Accounting system
- Monitor loan payment and credit card company payment
- Keep update Asset and every tools that depreciate for every month
- Reconcile processed work for monthly
- Being a key point of contact for other departments on financial and accounting matters
- Prepare document that needed by supervisor and manager
- Update every purchase requisition in the GAMS management system

INTERNSHIP

PRUDENTIAL BSN TAKAFUL BERHAD

Feb 2020-Jun 2020

- Conduct sales and provide professional advice on appropriate financial products based on customer needs.
- Respond to clients' insurance related questions and issues.
- Complete administrative tasks including maintaining records and filing.

CASHIER

PARKSON EAST COAST MALL, KUANTAN

Dec 2015 - Aug 2016

- Ensure in balancing the cash register and generating reports for credit and debit sales.
- Receive customer complaint, guide them and provide relevant information.
- Keep up-to-date with promotion, voucher, gift card such as Hari Raya promotion and Bonuslink day
- Top sales, number 1 for 3 months in a row with no shortage.

EXTRA-CURRICULAR

2018-2019

- Secretary Club of Secretariat Rakan Muda Club.
- Project Director Programme for Annual Grand Dinner and Annual General Meeting.

2017-2018

- Vice Executive Committee of Secretariat Rakan Muda Club.
- Project Director Programme for Your Kindness and Jalanan Ukhwah Bersama.