

NAME

Age : xx years
Identification no. : xxxxxx-xx-xxxx
Gender : F/M
Race :
Religion
Marital Status :



Address : 123 Address,
Street, City, State.
Contact number : +6 01 x xxx number
Email : info@youremail.com

CAREER OBJECTIVE

An Executive position in Account Management and be associated with a company in which I will make significant contribution.

SKILLS

- Proficient in Computer Applications
- (Microsoft Office) - Microsoft Excel & Words, AS400
- UBS Accounting & QnE Accounting Software & QnE Quick Pay

PROFESSIONAL EXPERIENCE

2014 – JUNE 2015

SLEEPMASTER CORPORATION SDN BHD **Account Executive**

- Handle full set of account (QnE Accounting Software)
- Manage AR, AP, bank/cash, purchases and sales
- Monthly sales analysis for inter-company billing
- Payroll (QnE Quick Pay)
- Submission of Sales Tax
- Stocks Maintenance
- General Ledger
- Year-end closing and liaise with auditor

2012 - 2014

APAC ENERGY SERVICES SDN BHD **Account cum Finance Assistant Manager**

- Monthly sales analysis for inter-company billing
- Stock maintenance
- Submission of sales tax
- Inter-company reconciliation
- Payroll (QnE Quick Pay)

- Ad-Hoc for admin
- Year-end closing and liaise with auditor
- Managed petty cash, AR, AP
- Bank records for daily and monthly using Hexagon

2011 - 2012

LEA HOLDINGS (M) SDN BHD
Accounts clerk

- Preparation of appointment letters
- Prepare monthly bank & cash reports
- Process company's payroll
- Prepare monthly journal reports
- Complete Statutory Forms – Socso
- Checking overtime & claims

EDUCATION

2009 – 2010

INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF SINGAPORE (ICPAS)
Certified Accounting Technician (CAT)

- CAT Level A – (1) Transaction Accounting, (2) Office Practice & Procedures
- CAT Level B (1) Maintaining Financial Records & Accounts
- CAT Level B (2) Cost Accounting Systems, (3) Information Technology Processes
- CAT Level C – Drafting Financial Statements

2006 – 2009

IBS COLLEGE, MIRI, SARWAK
Diploma in Business Administrative

- Finance and Accounting Management
- CGPA 3.33

2009

SPM
7 Credits including Mathematics, Prinsip Perakaunan and English

REFEREES

Person A

Job Title

Name of Company, Street Name,
Address, City, State.

Sarawak, Malaysia.

Email: info@email.com

Contact: +60 8x xxxxxx

Person B

Job Title

Name of Company, Street Name,
Address, City, State.

Sarawak, Malaysia.

Email: info@email.com

Contact: +60 8x xxxxxx