



NURUL NUR AKMA BINTI SUHAINI

FRESH GRADUATE FINANCE STUDENT

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📍 Belakang Bengkel Indera, No.147 MK1, Kampung Nelayan, 11050 Teluk Bahang, Pulau Pinang

SUMMARY

A hardworking and self-motivated finance student, looking for a job opportunity in finance department. Also, a dedicated person who desires to learn something new in life. Able to work under pressure in solving analytical and financial data as well as having great leadership skill.

EDUCATION

Bachelor of Business Administration (hons) Finance **March 2022 - August 2024**

Universiti Teknologi Mara Arau, Perlis

- CGPA: 3.71
- Dean list award for every semester

Diploma in Banking **July 2019 - February 2022**

Universiti Teknologi Mara Merbok, Kedah

- CGPA: 3.89
- Vice Chansellor Award, MUET: Band 4

WORK EXPERIENCE

Internship, Angsana Teluk Bahang **March 2024 - August 2024**

- Doing Account Receivable recap, credit card checking and guest check slip on daily hotel operations for every outlet.
- Key in direct bills in system and make bank payment reconciliation.
- Checking CIMB bulk payment and invoices on Account Payable side.
- Auditing utilities on PBA Water bills and TNB bills and key in the data in the system.
- Doing Income Auditor task, auditing POS F&B revenue in InfoGenesis account system in terms of cash, room charge, tax, discount, officer check, entertainment, and voiding billing for every outlets.
- Checking monthly Spa and Gallery commission.
- Doing receiving tasks like receive goods and checking supplier's invoices and purchasing order.
- Make posting payments for each invoice in Check SCM hotel system.

Substitute Teacher, PPDK Teluk Bahang **August 2023 - September 2023**

- Write an academic report about the student every month.
- Doing activity implementation plan for the student every week and arrange student file.
- Teach the handicap students according to their capabilities and parents' goals.
- Calculating student's fee every month and doing monthly financial cash flow.

CERTIFICATES AND ACHIEVEMENTS

- Joining How to Write In-Text Citation and References Talk (2023)
 - Degree Dean List Award Every Semester
 - Vice Chancellor Award (Diploma 2022)
 - Participate in Annual Grand Meeting Banker's Incorporation (2021)
 - Been awarded as SGGS Best Student (2018)
 - Treasurer of Entrepreneurship Club (2017)
 - Been awarded as SGGS "Sahsiah Terpuji" (2016)
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ADDITIONAL INFORMATION

- **Technical Skills:** Microsoft Word (Advance), Microsoft Excel (Intermediate) Microsoft PowerPoint (Advance). Editing Apps like CapCut, Canva and Picsart (Advance)
 - **Soft Skills:** Communication skill, data entry and copywriting, time management, decision making and leadership skill
 - **Languages:** Malay (Advance), English (Advance), Mandarin (Basic)
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REFERENCES

Dr. Nurul Labanihuda Abdull Rahman

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