

MUHAMMAD AMIRUL BIN ROSLI

 [mirulrosli](#)

 Bayan Baru, Penang

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Highly dedicated and flexible professional with solid hands on experience in executing an array of financial analysis with financial functions. Possess exceptional communication and time management skills as well as solid teamwork abilities. Demonstrated strong work ethics and excellent capability to handle multiple tasks concurrently coupled with an eye for details.



EXPERIENCE

April 2024 - August 2024

Account Executive (Account Receivable)

Ritz Carlton Langkawi, Kedah

- Act as a specialist in technical matters related to collections for team members. Aid the manager with different reporting and scheduling assignments. Offer guidance to team members and conduct quality assurance evaluations on production as necessary.
- Maintain collections and ensure accounts are up to date by reaching out to customers through phone calls or emails. Assess the customer's financial capacity and provide suitable payment options.
- Enter details of conversation and agreements into computer system and act as primary contact for collection issues. Analyze information using computers with business processing software. Review and correction any payments posted in accounting systems.
- Make collections escalation recommendations to appropriate individuals when more severe efforts are needed.

February 2023 - April 2024

Receiving cum Storekeeper

Ritz Carlton Langkawi, Kedah

- Researched supplier pricing, prepared purchase orders and build professional relationships with suppliers.
- Sorted, inspected and monitored received items and foods for the company used.
- Involved in monthly closures and able to use Birchstreet system and Oracle system

October 2022 - February 2023

Internship in Finance Department

Ritz Carlton Langkawi

- Effectively communicated with all levels of staff and management, despite barriers such as language.
- Assist in a few audits by collecting and manage cash bills from 4 outlets and restaurants.

EDUCATION

2019 - 2022

Universiti Utara Malaysia (UUM) Sintok, Kedah

Bachelor of Islamic Finance and Banking (Hons.)

2015 - 2018

MARA Professional College (MPCB) Beranang, Selangor

Higher National Diploma in Computer Science

2013 - 2014

MARA Junior Science College (MJSC) Balik Pulau, Pulau Pinang

Sijil Pelajaran Malaysia (SPM)

SKILLS

Good Communication	<div style="width: 92%;"><div style="width: 92%;"></div></div>	92%
Microsoft Office	<div style="width: 88%;"><div style="width: 88%;"></div></div>	88%
Team Player	<div style="width: 90%;"><div style="width: 90%;"></div></div>	90%
Microsoft Excel	<div style="width: 88%;"><div style="width: 88%;"></div></div>	88%

REFERENCE

Dr Zairy Zainol, Lecturer
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