



Career Objective

Seeking a challenging opportunity that allows me to leverage my strong organizational skills, educational background and ability to collaborate effectively with others, while fostering both personal and professional growth

Personal Details

Name : Nur Hafizah Binti Yahaya
IC No : 820523-07-5380
Address : 250-B Jalan Perak, 10150 Georgetown, Penang
Gender : Female
Age : 42 years
Marital Status : Single
Nationality : Malaysian
Contact Number: 012-4572491
Email : nurhafizah235@yahoo.com
Driving License : Yes (Class D & B2)
Expected Salary : RM3,400 (negotiable)
Availability : Starting 1st February 2025

Educational Background

Universiti Putra Malaysia (UPM)
Bachelor of Business Administration (Finance)
Graduation Date: 2004
CGPA: 2.87 / 4.0

Institut Teknologi Tun Abdul Razak (ITTAR)
Matriculation in Accounting
Graduation Date: 2001
CGPA: 2.36 / 4.0

Sekolah Menengah Kebangsaan Padang Polo

Sijil Pelajaran Malaysia (SPM)
Grade II (Aggregate 25)

Sekolah Rendah Kebangsaan Jalan Residensi

Ujian Penilaian Sekolah Rendah (UPSR)

Work Experience

1) Accounts Assistant

Ivory Properties Group Berhad

July 2010 – Present

Job Description:

- Manage daily operations and assist in preparation full set accounts including Accounts Receivable, Accounts Payable and General Ledger
- Prepare bank reconciliations and monitor daily bank balances
- Maintain and update the fixed asset record to ensure its accuracy
- Prepare monthly management account, analysis & yearly financial reports
- Update internal databases with financial transactions, ensuring accuracy
- Process supplier/sub-contractor's invoices by matching purchase/work orders to invoices
- Issue payments via cheque or online transfer to suppliers, sub-contractors, vendors and clients
- Prepare sales invoices including inter-company billings
- Handle petty cash disbursements and staff personal claims, ensuring timely payments before cut-off dates
- Liaise with auditors and tax agents with annual financial statements
- Maintain organized records, filing and documentation
- Perform ad-hoc duties as assigned by superiors and respond to routine requests for assistance and information

Monthly Salary: RM3,200

2) Accounts Clerk

Malaysian International Tuna Port Sdn Bhd

Apr 2005 - May 2010

Job Description:

- Enter daily data into accounting system
- Issue cheques for monthly expenses and prepare payment vouchers
- Handle bank reconciliations
- Manage Accounts Payable and Accounts Receivable
- Perform administrative and clerical duties and undertake additional duties as assigned

Monthly Salary: RM1,800

Languages

Bahasa Malaysia

Spoken : Excellent

Written : Excellent

English

Spoken : Good

Written : Good

Skills

Proficient in Microsoft Word and Excel

Experience in accounting Software : IFCA & UBS

Extra-Curricular Activities

Treasurer, Ivory Cares Association

- Organized donations of goods and funds for those in need and coordinated visits to elderly homes during festive seasons
- Celebrated occasions like Christmas and World Children's Day with children with disabilities
- Volunteered in blood donation campaigns, partnering with hospitals and healthcare agencies
- Organized food drives to support the homeless
- Led fundraising activities to support the association's initiatives

Facilitator, Orientation Week, UPM

Treasurer, Malam Jasamu Dikenang, UPM

Committee Member, Sixth IT Lab, UPM

Marching Drill Qualification Certificate, ITTAR

Comitte Member, English Nite 2000, ITTAR

Treasurer, Puteri Islam Association, SMPP

Honours & Awards

- Recipient of the "Anugerah Dekan" (Dean's Award) – 5th semester, Bachelor in Business Administration (Finance)

Additional Information

- Quick learner with minimal supervision and a proactive approach
- Responsible, committed and an effective team player
- Able to work independently with a strong work ethic
- Skilled at meeting strict deadlines

References

Name : Phuah Yi Wen

Position : Group Accountant

Contact Number: 04-210 8000

Name : Loh Sook Wah

Position : Senior Accounts Executive

Contact Number: 04-210 8000