



NUR HAFIZAH BINTI YAHAYA

250-B Jalan Perak, 10150 Georgetown, Penang
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CAREER OBJECTIVE

A dedicated and detail-oriented finance professional with strong organizational skills, a solid educational background, and experience in accounting. Seeking a challenging position that allows for both professional and personal growth, while contributing to organizational success through effective collaboration and operational management.

PERSONAL DETAILS

- **Date of Birth:** 23 May 1982
 - **Gender:** Female
 - **Marital Status:** Single
 - **Nationality:** Malaysian
 - **IC No:** 820523-07-5380
 - **Driving License:** Yes (Class D & B2)
 - **Expected Salary:** RM3,400 (Negotiable)
 - **Availability:** Immediate
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EDUCATIONAL BACKGROUND

Universiti Putra Malaysia (UPM)
Bachelor of Business Administration (Finance)
Graduation Date: 2004
CGPA: 2.827

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

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

Accounts Assistant

Ivory Properties Group Berhad | July 2010 – January 2025

- Managed daily operations and assisted in preparation of full set accounts, including Accounts Receivable, Accounts Payable, and General Ledger.
- Prepared bank reconciliations and monitored daily bank balances.
- Maintained and updated fixed asset records to ensure accuracy.
- Prepared monthly management accounts, financial analysis, and annual financial reports.
- Processed supplier/sub-contractor invoices and issued payments (via cheque or online transfer).
- Issued sales invoices, including inter-company billing.
- Managed petty cash and staff personal claims, ensuring timely payments before cut-off dates.
- Collaborated with auditors and tax agents for annual financial statements.
- Ensured timely filing and organization of financial records.
- Performed ad-hoc duties as assigned by superiors.
- **Monthly Salary:** RM3,200

Accounts Clerk

Malaysian International Tuna Port Sdn Bhd | April 2005 – May 2010

- Entered daily data into accounting system and maintained accurate records.
- Issued cheques for monthly expenses and prepared payment vouchers.
- Managed Accounts Payable and Accounts Receivable.
- Assisted with bank reconciliations and general administrative duties.
- Undertook additional duties as assigned by the management.
- **Monthly Salary:** RM1,800

LANGUAGES

- **Bahasa Malaysia**
 - Spoken: Excellent
 - Written: Excellent
- **English**
 - Spoken: Good
 - Written: Good

TECHNICAL SKILLS

- **Accounting Software:** IFCA, UBS
 - **Microsoft Office:** Excel, Word
 - **Financial Record Keeping:** Full set of accounts, Journal entries, Fixed asset management, General ledger maintenance, Accounts Payables & Receivables, Bank reconciliation, Invoice processing, Petty cash management, Staff claims processing
 - **Data Entry & Reporting:** High data accuracy, financial statement preparation (Balance Sheet, P&L), Expenses reporting
 - **Payroll Assistance:** Basic understanding of payroll administration
 - **Tax & Compliance:** Assisting with tax filings
 - **Audit Assistance:** Preparing audit schedules and supporting documents
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EXTRA-CURRICULAR ACTIVITIES

- **Treasurer**, Ivory Cares Association
 - Coordinated donations, organized visits to elderly homes, and led fundraising efforts for community support.
 - Managed blood donation campaigns, food drives, and celebrated festive events for children with disabilities.
 - **Facilitator**, Orientation Week, UPM
 - **Treasurer**, Malam Jasamu Dikenang, UPM
 - **Committee Member**, Sixth IT Lab, UPM
 - **Marching Drill Qualification Certificate**, ITTAR
 - **Committee Member**, English Nite 2000, ITTAR
 - **Treasurer**, Puteri Islam Association, SMPP
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HONOURS & AWARDS

- **Anugerah Dekan (Dean's Award)** – 5th semester, Bachelor of Business Administration (Finance)
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ADDITIONAL INFORMATION

- Strong ability to work independently and as part of a team
 - Quick learner with a proactive approach to challenges
 - Highly responsible, committed, and deadline-oriented
 - Excellent organizational skills with a solid work ethic
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REFERENCES

Phuah Yi Wen

Group Accountant, Ivory Properties Group Berhad

Phone: 04-210 8000

Loh Sook Wah

Senior Accounts Executive, Ivory Properties Group Berhad

Phone: 04-210 8000