



NUR FARAH IZZATI MOHD HANAFIAH



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Kuala Lumpur



20 Jan 1995

PROFESSIONAL SUMMARY

A energetic, sharp, self-motivated, dedicated and hardworking data moderation associate with experience in complete set of financial statement. Has experience of using computerised accounts packages and good at extracting financial information from various system.

My objective is to gain valuable experience and knowledge in contribute significant values to future employers. I believe that I am fully equipped with solid foundation in the fundamentals of accounting and financial management with sharp analytical, communications, and teamwork abilities.

EDUCATION

Universiti Kuala Lumpur Business School **Bachelor in Accounting (Hons.)**

July 2017 – June 2020

- CGPA 3.40/4 (Second Class Upper)

Mara Professional College Beranang **Diploma in Accountancy**

July 2014 – March 2017

- CGPA 3.76/4 (First Class)

SMK Senawang **Sijil Pelajaran Malaysia (SPM)**

2012

- 2A 3B 2C 1D (LCCI Level 2)

PROFESSIONAL EXPERIENCES

Data Moderation Associate **Accenture Technology Solutions Sdn. Bhd.**

June 2021 – Present

- Reviewing data on short and length video platforms and conduct the content quality control.
- Ensure the content comply with client local policies, regulation and culture.
- Interpret and apply policies and guideline to the content base on understanding the review policies.
- Identify improvement opportunities in workflow by using daily data analysis and suggest solution.
- Analyze the risk level of incident and assess the safety status of the community and product.
- Demonstrate strong judgement and assess the safety status community and product.
- Manage to review 120 videos per day and maintain high statistical accuracy of internal audit.

Junior Account Payable Executive **MS Ally Pharma Sdn. Bhd.**

August 2020 – June 2021

- Preparing statutory accounts by calculating and checking to make sure payments, credit amounts and records are correct, accurate and meet the deadline.
- Ensure the supporting document are match with the sample by using 3-way match method using AutoCount and Shopaid system.
- Prepare payment for cash on delivery every weeks.
- Working with vendors and colleagues to resolve inquiries and issues.
- Performed administrative tasks, including filing and reporting.
- Manage to complete payments without having late payment penalties or court proceedings while maintaining good relationship with the supplier.

Operational Expenditure team (Internship)
Baker Hughes (M) Sdn. Bhd.

July 2019 – December 2019

- Extracted supporting document using Blackline system, SAP and Oracle system.
- Perform a complete set of financial statement and compared audit report with financial statement to issue any difference in specific amount.
- Put together the information that met the criteria of the auditor's requirements in order to ensure the performance and accountability of company.

Junior Auditor (Internship)
Suruhanjaya Koperasi Malaysia

January 2017 – March 2017

- Casted and cross-ref AWP as it is very crucial to cast the figures from documents provided by clients.
- Assigned to roll forward audit working papers from income statement to contingent liabilities which are agreed to last year AWP and their respective files.
- Perform a complete set of financial statement for clients.

PROFESSIONAL SKILLS

- Remarkable ability to work effectively, efficiently and independently with a high degree of integrity and strong work ethics.
- Possess outstanding communication, organisational and time management abilities where I will make sure all my works is done ahead of time.
- Quick learner and logical thinker, paying keen attention to detail in handling tasks.
- Possess excellent communication and presentation skills, along with interpersonal abilities; effectively listen and deal accordingly with individuals from all levels.
- I am able to do works in Excel, Word, Power Point and intermediate skills on Accounting software such as UBS (SAGE), Audit Express, AutoCount and SAP.

CORE COMPETENCES

- | | |
|--------------------|----------------------------|
| • Team Building | • Negotiation Skills |
| • File Maintenance | • Critical thinking skills |
| • Decision Making | • IT skills |

LANGUAGES

- Bilingual Malay (Native)
- English (Fair)

ACHIEVEMENT

2020

- UNIKL Business School dean list award.

2019

- Campus Visit and Leadership Programme.
- Treasure of UNIKL Business School Netball Club.
- UNIKL Business School dean list award.

2018

- Vice President of Representative Resident Committee UNIKL Business School.
- Represented of UNIKL Business School netball team and winning third place in UNIKL Student Sport Carnival (USSC).
- UNIKL Business School dean list award.
- Ambassador and facilitator of UNIKL Business School orientation day.

2016

- Distinction of Sage UBS Examination.
- Participated in EUROPEN-PEN International & MyPEC Business Process Training Programme.

REFERENCES

Mr Angus Budiman Perdana

Project Supervisor, Accenture Technology Solutions Sdn. Bhd.

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Miss Siti Nooronuha Binti Rosdi

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