



NURUL AIN BINTI ABD SANI

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Objective

I am a person who is willing to learn more, high spirits, cooperative, patience, healthy, active, hard-working and committed. I am currently looking forward for any job opportunities that could improve myself and make me successful in the business world.

Career Experience

RHB Bank Bhd. – Executive Customer Care Centre

- Responsible in inbound calls. Receive and respond to customer service account inquiries on account balances, transaction details, statements and fees and charges. Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.

Nasr Resources Sdn. Bhd. - Assistant Company Secretary

- Maintaining statutory books, to assist registration of members, directors and secretaries through Malaysia Corporate Identity (MyCoid) online system and to upload Annual Return and Financial Statement using Malaysian Business Reporting System (MBRS). Contributing to meeting discussions as and when needed. To assist in preparing of resolutions upon request by client and handle filing. Undertake other duties assigned or directed by superior from time to time.
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Kab Management Services - Assistant Company Secretary

- Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, prepare resolutions, organizing and maintaining paper and electronic files, or providing information to clients. Maintaining statutory books, to assist registration of members, directors and secretaries through Malaysia Corporate Identity (MyCoid) online system and to upload Annual Return and Financial Statement using Malaysian Business Reporting System (MBRS).

Malaysian Resources Corporation Berhad (MRCB) – Assistant Credit Admin

- Worked as credit admin and being placed under finance department as a credit admin. Tasked to sort and filing documents, entry data, prepare letters and send it out to the lawyers and purchasers. Inquiries to call and answer phone calls from lawyers and purchasers and practiced two way communications with clients.

Practicum Training at A&K Consulting Services

- Being placed in tax, accounting and secretary departments. During in tax department, I have to calculate the total tax that being imposed to the taxpayer by calculating their profit and loss, balance sheet and trial balance.

Education

2013-2017	Universiti Utara Malaysia (UUM) Bachelor of Science Economics (HONS) <ul style="list-style-type: none">• Succeeded to graduate with 3.33 degree in July 2017.• Studied basic business management and finance along with compulsory economics modules.• Elementary skilled in using programming software for statistics such as Analysis Statistics System (SAS).
2012-2013	Kolej Matrikulasi Negeri Sembilan (KMNS) Mariculation Certificates in Accountancy Graduated with 3.33 CGPA
2007-2011	Sekolah Menengah Kebangsaan Parit Betak (SMKPB) Sijil Peperiksaan Malaysia (SPM) with 3A 3B 1C 3D

Co-curricular Activities

Economics Student Association's (ECOSA) committee members

- A Publication and Information Bureau and has been the responsible to update all the association's activities at official ECOSA's page to attract students join every events for their benefits.
- A Project Director of team building for ECOSA's members and responsible to do a paper work that needs me to create an event with budget and activities for the team building. Aiming to strengthen the bonds between senior and junior of the committee members.
- A Sponsorship and Charitable Bureau and responsible to seek and make a new relationship with the party that willingly to give any form of sponsorship.

Additional Skill

IT	Proficient in Microsoft Office applicants (Word, Excel and Powerpoint), and Superior Comsec (SPC)
Language	Fluent in Malay, Intermediate in English

References

Mohd Fahmy Bin Mohd Tahir	Manager –Customer Care Centre www.rhbgroup.com RHB Bank Bhd 03-92061111
Suriati Binti Ibrahim	Manager – Assistant Secretary hrakoffice@gmail.com KAB Management Services +03 89127806