

## Technical skills

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- IFCA System
- Master Accounting System
- E-Accounting System
- Key Point Accounting System
- Autocount System
- Amano System
- Cash Management
- GMP Practices

## Education

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**SPM (4A 5B 2C)** from SMK Mahmud  
Graduated 2011

**STPM (CGPA 3.42)** from SMK Mahmud  
Graduated 2013

**Bachelor of Business (Honours) (International Business) (CGPA 3.08)** from University Malaysia Perlis  
Graduated 2017

## Summary

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Willing to learn, accept new skills and able to adapt to new environment in the shortest period. I am willing to join a company that can continue learning and growing in my future career path and grow together with the company.

## Career history

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### **Human Resource Internship** at Parkson Corporation Sdn Bhd

06/07/2015 – 28/08/2015

- Learning human resource role in HR department.
- Rotate to operation department for giving back up support for store opening and stock supply.

### **Human Resource Internship** at Dindings Construction Sdn Bhd

27/06/2016 – 04/09/2016

- Learning human resource role in HR department.
- Learning how to organize company's birthday event.

### **Primary Substitute Teacher** at SJK © Tras

15/03/2018 – 13/04/2018

- Teaching student about the knowledge in the textbook and homework.
- Guarding the examination of the class.
- Correcting the students' homework and examination paper.

### **Account Assistant** at SGI Vacation Club Berhad (OSK Timeshare Division)

16/04/2018 – 09/06/2020

- Fully in charge of account payable.
- Assist to key in journal monthly.
- Prepare monthly billing to inter-co company.
- Prepare SST monthly listing.

## Certificates

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- LCCI, Level 2 Certificate in Book-keeping and Accounts (2011/12)
- X-Culture, Global Collaboration Certificate (2016/05)
- Microsoft Excel Intermediate (2018/09)
- Online Intensive Practical Accounting Course (2021/05)
- Good Manufacturing Practices (GMP) (2021/09)
- Food Safety Handling (2021/09)
- Hazard Analysis Critical Control Point (2022/08)
- Accounting & Financial Statement Analysis : Complete Training (2022/11)
- ACCA-CAT (on-going)

## Career history

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**Finance Assistant** at PJD Regency Sdn Bhd  
(OSK Group Property Division)  
10/06/2020 – 05/02/2021

- Fully in charge of account payable.
- Assist to key in journal monthly.
- Prepare debit note or invoice to charge cost borne by inter-co company.

**Account cum Admin Executive, GMP Assistant Team Leader** at  
FD Food Processing Sdn Bhd  
01/03/2021 – 24/7/2022

- Fully in charge of account payable and account receivable.
- In charge of human resource role.
- In charge of stock supply for product sales.
- Assist GMP Coordinator in developing GMP System in the establishment, and ensure it's been implemented, monitored, maintained and in accordance to the regulations.

**Account Executive**, at Bandar Utama City Centre Sdn Bhd  
25/07/2022 – Current

- In charge of account payable.
- In charge of account receivable.
- In charge of full set of operation account.
- In charge of car park collection and prepare SST report.

## References

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### **Chow Mei Guin (Senior Account Executive)**

- SGI Vacation Club Berhad
- 016-9138288

### **Sam Bi Gyn (Production Manager)**

- FD Food Processing Sdn Bhd
- 019-2768618