





NUR ARINA SYAFIQAH



Profile

Articulate and highly trained in the finance and accounts fields with five years of managing department-wide accounts, a degree in accounting with honors, and an MBA from Universiti Teknologi Malaysia. I am a passionate person that always excited to learn new things and challenges. Meanwhile, able to work independently and also play an excellent team player in a fast pace environment. Looking to leverage accounting expertise and experience into a career to fulfilling organizational goals.

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 Iskandar Puteri, 81550
Johor Bahru

Education

Master Business Admin

Universiti Teknologi Malaysia

2020 - 2021

Bachelor of Account

Universiti Pendidikan Sultan Idris

2016 - 2019

2020

Skills

Analytics
Accounting Software
Microsoft Apps
Bookkeeping

Language

Bahasa Melayu
English

References

Danny Chow

Raffles Corp / FM

Phone: +65 9876 9730

Email: dannychow@raffles-college.edu.sg

Work Experience

Raffles Education Limited

Finance Executive

Manage full spectrum of accounting functions (AR, AP, GL)

- Preparation of daily flash reports on revenue for each department.
- Maintain Accounts Receivable ledger, customer files, and records.
- Responsible for preparing, verifying, and sending out invoices including chargeback to intercompany.
- Assist in monitoring the Accounts Receivable and Payable aging.
- Ensure bank reconciliations are done monthly for all bank accounts and all reconciling items are properly supported.
- Prepared weekly collection report.
- Prepare balance sheet reconciliations and ensure that balance sheet accounts are properly reconciled with appropriate supporting documentation.
- Ensure that sub-ledgers or systems (A/P, A/R, GL) are in balance with General Ledger.
- Update all supplier information and key all invoices into AP module and perform payment for due supplier by cheque, telegraphic transfer
- Prepare report in AP function – Expenses, Accrual, Exchange Rate, Prepayment
- Maintain a list of monthly journal entries
- Manage petty cash journal entry
- Calculating accumulated depreciation for fixed asset
- Handling intercompany billing and charge-back
- Drafted Management Report for closing purpose
- Accommodate any internal, external, or statutory audit requests as directed by Finance Manager
- Complete any other projects, tasks, or activities as assigned from time to time.

A&K Consulting Services

Audit Assistant

- Verify and inspect accounts receivable and payable ledgers and general ledgers for its accuracy.
- Check, inspect and reconcile bank deposits and payments.
- Study, inspect and assess, budgets, balance sheets and other related financial statements and records.
- Check and verify accounting books and records are in conformity with industry practices and corporate policies.
- Analysis expenses for taxation purpose.
- Engage with client giving for advice for their financial performance.

2018

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2019

NUR ARINA SYAFIQAH MAULAD ABD RASHID
LOT12724, LORONG HJH JUNAIDAH,
JALAN PT IBRAHIM, PONTIAN BESAR,
82000 PONTIAN,
JOHOR DARUL TAKZIM

Dear Sir/Madam,

Application for Job Opportunity

I am writing this letter to express my interest in applying to post to your organization. I am articulate and highly trained in the finance and accounts fields with five years of managing department-wide accounts payable, receivable and general ledger a degree in accounting with honors.

My background includes 5+ years of finance-related experience, and I have worked in a variety of financial roles, including day to day financial processing, and financial reporting. I have a proven track record in developing successful financial outcomes to increase efficiency and effectiveness.

Meanwhile, for my past and current experience, I am a passionate person that is always excited to learn new things and challenges and able to work independently, play an excellent team player in a fast-paced environment. Moving forward, looking to leverage accounting expertise and experience into a career to fulfilling organizational goals.

Joining your company would not only be a fantastic opportunity for me to advance my career by utilizing your expertise and an innovative process, but it would also provide immediate and effortless culture suitability that would benefit everybody, as your company are qualified and experienced professionals who are committed to students' education and welfare is essential to me.

Thank you very much for your attention. I am looking forward to hearing from you soon. I look forward to your reply. If you need further clarification, kindly contact me at 017-8406619 or my email arinasyafiqah96@gmail.com

Respectfully,

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(NUR ARINA SYAFIQAH MAULAD ABD RASHID)



NUR ARINA SYAFIQAH MAULAD ABD RASHID

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017-8406619
arinasyafiqah96@gmail.com

OBJECTIVES

To obtain job opportunities through this application, so that can contribute towards the advancement of the company as well as to gain experience. Develop skills and fulfil organizational objectives while integrating my knowledge and theory gained during my study with practices. As well as, to face the real working environment that can empower my leadership, communication, and interpersonal skills and to know working requirements, demands, and culture as to be ready to encounter challenge in the future in my life.

WORKING EXPERIENCE

RAFFLES EDUCATION LIMITED (RAFFLES COLLEGE SINGAPORE)

Finance Executive – January 2020 until current

Manage full spectrum of accounting functions (AR, AP, GL)

- Preparation of daily flash reports on revenue for each department. Ensure the accuracy of the daily flash reports submitted to all relevant departments.
- Provide effective and efficient support with the Revenue accounting functions. Perform daily revenue checking and posting of all revenue journals for the month-end account closing.
- Maintain Accounts Receivable ledger, customer files, and records. Responsible for preparing, verifying, and sending out invoices including chargeback to intercompany. Manage and reconcile inter-company transactions. Resolve account discrepancies by investigating documentation payments or adjustments.
- Assist in monitoring the Accounts Receivable aging and ensure that collections are received on a timely basis and no longer outstanding balances in the aging.
- Ensure bank reconciliations are made monthly for all bank accounts and all reconciling items are properly supported.
- Prepare balance sheet reconciliations and ensure that balance sheet accounts are properly reconciled with appropriate supporting documentation.
- Ensure that sub-ledgers or systems (A/P, A/R, GL) are in balance with General Ledger.

- Accommodate any internal, external, or statutory audit requests as directed by Finance Manager
- Update all supplier information and key all invoices into AP module
- Perform payment for due supplier by cheque, telegraphic transfer
- Update invoices into cashbook for cashflow plan
- Prepare report in AP function – Expenses, Accrual, Exchange Rate, Prepayment
- Maintain a list of monthly journal entries
- Manage petty cash journal entry
- Calculating accumulated depreciation for fixed asset
- Handling intercompany billing and charge-back
- Preparing Management Report for subsidiaries
- Complete any other projects, tasks, or activities as assigned from time to time.

A&K CONSULTING SERVICES SDN BHD

Audit Assistant – 20 August 2019

- Verify and inspect accounts receivable and payable ledgers and general ledgers for its accuracy.
- Check, inspect and reconcile bank deposits and payments.
- Study, inspect and assess, budgets, balance sheets and other related financial statements and records.
- Check and verify accounting books and records are in conformity with industry practices and corporate policies.
- Analysis of expenses for taxation purposes.
- Engage with client giving for advice for their financial performance.

KPJ JOHOR SPECIALIST SDN BHD

Accounting Intern – 18 February until 02 August 2019

- Help to follow up with supplier to get statement of account every month for reconciliation purpose.
- Reconciliation of Account Receivables, Account Payable, Bank
- Register invoices from over 300+ suppliers.
- Help in preparing monthly management reports.
- Tracking Bills for claiming.
- Top-up report to be submitted to get claim.
- Organized files, records, credit card receipt to comply with policy and procedure.

EDUCATION

UNIVERSITI TEKNOLOGI MALAYSIA, SKUDAI

Master of Business Administration, March 2021

- **Relevant Coursework:** Strategic Management, Accounting Analytics, Action Research.
- Research Paper: The Implementation Accounting Practices in SME
- Grade: Second Class Upper

UNIVERSITI PENDIDIKAN SULTAN IDRIS, PERAK

Bachelor of Accounting (Hons), November 2019

- Graduated on 21st November 2019
- **Relevant Coursework:** Advanced Management Accounting, Accounting System, Taxation, Auditing, Financial Accounting, Company Secretarial, Forensic Audit
- Grade: Second Class Upper

MATRIKULASI TANGKAK, JOHOR

Accounting Course, 2015

- GPA: 3.16

SUMMARY OF QUALIFICATION

SAGE UBS CERTIFICATE

- *Sage UBS Computerized Accounting, January 2017- CREDIT*

PEARSON LCCI CERTIFICATE

- *Level 2 Certificate on a Bookkeeping and Accounts, 2013 – PASS WITH MERIT*

SEMINAR ATTEND

- **Workshop Internal Audit on Cooperation**

By Maktab Koperasi Malaysia, Nov 2018

- **Seminar Public Sector Accounting**

By Department of Audit Negeri Perak, Mei 2018

- **Seminar estate planning and effect on taxation**

By staff LHDN, Mei 2017

CERTIFICATE OF PARTICIPATION

- **PNB 1Malaysia Investment Quiz Competition**

Awarded participate preliminary round, October 2016

Located at Nilai Spring Resort

SKILLS

- Organizational skills as well as demonstrating a co-operative and professional interest in working with a team member.
- General ledger entry and maintenance
- Data entry
- Specialist Software: UBS, Microsoft Dynamics
- Analytical skills
- Communication skills
- Ability to work under pressure

REFERENCES

SIR DANNY CHOW SENG DAK

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#15-22, Singapore 238164

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MADAM SITI RAFIAH JAAFAR

Supervisor A&K Consulting Services,

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MS AINA MARDHIAH HASSNI

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