

**NORAZIAH BINTI MOHD DARUS**

+6019-6084019 | [noraziahdarus@yahoo.com](mailto:noraziahdarus@yahoo.com)  
Place, Date of Birth : Segamat, 19<sup>th</sup> August 1993  
Nationality : Malaysian  
Gender : Female  
Marital Status : Single  
Religious/Race : Islam / Malay

Dedicated professional with 7 years experienced in Account General Ledger with IT Basic. Interested in learning new knowledge in different environment. Seeking to work for a company that will maximize my potentials for optimum benefits.

## EDUCATION BACKGROUND

**ACCA-CAT :- Certified Accounting Technician**

Result : Pass

Dec 2018 – Dec 2020

- Committee Member of ACCA

**LCCI :- London Chamber of Commerce & Industry**

July 2018 – Jun 2019

Result : Pass

- License of Autocount Computerised Certificate
- License Sage UBS Certificate

**Universiti Teknologi MARA, UiTM Jasin**

Sep 2012 – Dec 2016

Bachelor of Science (Hons) Information Systems Engineering (CGPA : 3.26)

- Committee Member of ISE/ Facilitator for ISE Club
- Second Lieutenant of Reserve Officer Training Unit (ROTU) Airforce

**Negeri Sembilan Matriculation College**

Module : Science Biologist

May 2011 – May 2012

**Sekolah Menengah Kebangsaan Seri Jementah**

- Vice Prefect of SMK Seri Jementah
- Editor for Majalah SERI
- Vice President of Rumah Sukan Zamrud
- Treasurer of Bahasa Melayu Club
- Chosen to be Pelajar Sahsiah Terpuji 2010

## WORKING EXPERIENCE

**ECO-SHOP MARKETING SDN BHD****FINANCE EXECUTIVE**

Sep 2021 – Present

To perform month-end closing & financial reporting, and assist in statutory audit, tax compliance or any government agencies.

**Job Description :-**

- Maintain GL master data
- Ensure proper accounting of financial transactions, accounting specific questions are well addressed and solved.
- Assists in the preparation of financial reports at the group level which included all the accrual/prepayment or any journal, purchase and sales for the any related which included the subsidiaries company.
- Prepare and review account reconciliations in accordance with internal reconciliation methodology which included ageing, interco matrix, audit schedule and any other listing.
- Ensure all the Fixed Asset well registered in the system according to the straight-line basis method included of the disposal and written off process.
- Liaise with external parties such as auditors, tax agents, and government agencies.
- Assist in the development and implementation of internal accounting policies, procedures and processes.
- Act as an System Administrator for Accounting System :- Microsoft Business Central 365 and solve in any minor issues related to system.
- Liaise with Vendor for the enhancement of the system according to requirement needed.

PROJECT EXPERIENCE

ECO-SHOP MARKETING SDN BHD  
PURCHASE REQUISITION MODULE

Status : Completed - 2021

- Liase with Vendor of Microsoft Business Central 365 for the implementation of the system
- Provide any data be needed by the vendor included prepare the walk flow process to ensure easy understanding by the users

ECO-SHOP MARKETING SDN BHD  
MIGRATION OF FIXED ASSET MODULE

Status : Completed - 2021

Liase with Vendor of Microsoft Business Central 365 for the implementation of the module.

- Assist on the setup of the Fixed Asset Module.
- Assist on the preparing of the data for the Migration for the Fixed Asset Module
- Assist on the post-audit of the data be migrate in order to ensure all data are well migrate.

ECO-SHOP MARKETING SDN BHD  
MIGRATION OF SYSTEM (MICROSOFT GP DYNAMIC to MICROSOFT BUSINESS CENTRAL 365)

Status : Completed - 2021

Liase with Vendor of Microsoft Business Central 365 for the implementation of the system.

- Assist on the planning of the new Chart of Account from the old system (Microsoft Dynamic GP) to Microsoft Business Central 365
- Assist on any data migration packages such as Trial Balance, Account Receivables and Account Payables Ledger included for subsidiaries company
- Assist on post-audit of the data be migrate in order to ensure all data are well migrate.

SKILLS

Skills :-

1. Good in Leadership Skill
2. Good in Communication Skill
3. Good in Teamwork and Problem-Solving Skill
4. Good in Time Management Skill & Planning Skill
5. Able to adapt with environment and work under pressure
6. Eagerness to learn new knowledge and responsible
7. Independent and Positive Thinking

System :-

1. Accouting System : Microsoft Dynamic 365/UBS System/AutoCount
2. Microsoft : Excel/ Power Point/owrd

AWARD AND ACHIEVEMENT

2018

TOP 50 KPI HQ FOR ACCOUNT DEPARTMENT

Being awarded as TOP 50 KPI for Account Department Eco-Shop Marketing Sdn Bhd

2017

TOP 50 KPI HQ FOR ACCOUNT DEPARTMENT

Being awarded as TOP 50 KPI for Account Department Eco-Shop Marketing Sdn Bhd

LICENSES AND CERTIFICATE

- PEARSON LCCI CERTIFICATE
- AUTOCOUNT COMPUTERISED CERTIFICATE
- SAGE UBS CERTIFICATE

COMMITTEE MEMBER

DEC 2018 – PRESENT : ACCA COMMITTEE MEMBER

REFERENCES

Mrs. Gan Ai Ling : HR Assistant Manager  
Eco-Shop Marketing Sdn bhd  
012-308 2500

Mr. Yun Kam Fei : Senior Finance Manager  
Eco-Shop Marketing Sdn Bhd  
012-325 0004