

NURUL NABILA NASHA BINTI NABIL

No 15, Jalan TPI 11, Taman Putra Impiana, 47100 Puchong, Selangor | +6019-318 8656 | nabila.nashaa@gmail.com



SUMMARY

A self-motivated, ambitious person who has developed a mature and responsible approach to any task undertaken, or situation that I am presented with. Dedicated to maintaining the highest standards of integrity, professionalism, and ethical behavior in all accounting practices. Adept at working collaboratively with cross-functional teams and communicating complex financial information to stakeholders, I aim to pursue my passion in a team where I can work collectively with others towards an objective of professional excellence.

EDUCATION

University of South Wales, United Kingdom

- Association of Chartered Certified Accountants (ACCA)

Jan 2024 – Present

The University of Queensland, Australia

- Bachelor of Commerce (Accounting)

Feb 2016 – Jul 2018

Universiti Teknologi MARA (UITM), Perak

- Diploma in Accountancy

Jun 2012 – Sep 2015

SMK Alam Megah 2, Selangor

- Sijil Pelajaran Malaysia (SPM)

Jan 2007 – Dec 2011

WORK EXPERIENCE

Baker Hughes Services (M) Sdn Bhd

Finance Specialist (Contract)

Jalan Tun Razak, Kuala Lumpur

Jun 2023 – Nov 2023

- Involving effectively in Review of GRIR process and Open PO accruals activities.
- Conducting related General Ledger (GL) closing activities with posting of accruals and liabilities.
- Monitoring and reviewing the Open PO, GRIR process with heavy involvement with different stakeholders.
- Preparing and review the monthly balance sheet reconciliations prepared by the BHI team and Accenture.
- Analyzing on regular basis, advising for improvement and corrective actions.
- Supporting Balance sheet Flux commentaries on quarterly basis.

Daythree Business Services Sdn Bhd

Senior Executive, Finance and Accounting

Shah Alam, Selangor

Jan 2022 – Oct 2022

- Performed accounting duties for AP, AR, GL, includes recording entries, reconciling processed work by comparing system reports to balances, and maintaining proper filing for all accounting records and transactions.
- Assisting in month-end reporting procedures, tracking, and auditing petty cash, assisting with employee expense reports, filing and general administrative tasks.
- Managed and processed treasury matters include - all daily execution of bank transactional activities, incoming and outgoing payments and maintaining accurate historical records (Bank/Trade Slips advice).
- Assisted Financial Controller in preparing financial budget and analysis which includes communicating with superiors (internal and external) and gathering information about a project's scope, budgets and timelines.
- Managed to prepare an updated standard operating procedures and related forms and documents (i.e., asset forms, asset register etc) for finance and accounting department.

MCS Resources Synergy Sdn Bhd

Senior Account Executive (Contract)

Subang Jaya, Selangor

Apr 2021 – Dec 2021

- Handling entries for AP, AR and GL, and maintaining proper filing for all accounting records and transactions.
- Assisting in month-end reporting procedures, tracking, and auditing petty cash, assisting with employee expense reports, filing and general administrative tasks.
- Work closely with other departments, suppliers and vendors, and provided advice on related matters.
- Ensured all documentation are in order at the point of billing for filling, tax and audit purpose.
- Coordinated internal and external resources to expedite workflow.

Deloitte PLT (Malaysia)*Audit Associate***Taman Tun Dr Ismail, Kuala Lumpur***Nov 2020 – Mar 2021*

- Assisted in the planning, execution, and finalization of audit assignments to support audit seniors and managers.
- Performed pre-audit scoping and preparation, identifying audit risks, and performing preliminary evaluation of client's internal control structure.
- Assisted audit planning procedures including audit testing and preparation of audit working papers and relevant documentation for the audit files to support all opinions and testing conclusions.
- Completes allocated tasks to a high standard which meet set reporting and auditing standards.

Deloitte Touche Tohmatsu Tax Services Sdn Bhd*Tax Associate (Secondment)***Taman Tun Dr Ismail, Kuala Lumpur***Feb 2020 – Oct 2020*

- Review or prepare tax computation and tax return forms for companies and individuals for timely submission to the tax authorities.
- Advice, preparation, and submission of variation of estimate of tax payable in accordance with the Income Tax Act.
- Attend to any queries or tax audits from IRB or other authorities, respond to clients' inquiries in connection with tax problems, and assist tax professionals in handling taxation matters.

Maria Consultant & Services*Account and Admin Junior Executive***Puchong, Selangor***October 2018 – Jan 2020*

- Assisted in the preparation and maintenance of financial records, including invoices, receipts, and payment vouchers.
- Supported the preparation of monthly financial reports and budgeting activities.
- Organized and maintained electronic and paper files, ensuring data accuracy and confidentiality.
- Responded to customer inquiries via phone, email, and in-person, providing accurate information and resolving issues promptly.
- Assisted in the preparation and coordination of company events and meetings.

SCHOLARSHIPS/AWARDS

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|---|-------------|
| • Majlis Amanah Rakyat (MARA) | 2024 |
| • Yayasan Peneraju Scholarships – Peneraju High Impact Programme Finance for Non-Financial Managers | 2021 |
| • Petronas Education Sponsorship Programme | 2016 |
| • Dean's List Awards – Diploma in Accountancy (five out of six awards) | 2012 - 2015 |

LEADERSHIP EXPERIENCE & ACTIVITIES

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|---|-------------|
| • Worked closely with engagement teams to plan and execute events for Daythree Business Services' staff (e.g., festive season, monthly employee engagement activities etc.) | 2022 |
| • Volunteered as a committee member for Langkawi International Maritime and Aerospace Exhibition (LIMA). | 2019 |
| • Involved in any affairs or occasions organized by Kelab Umno Australia (Brisbane), UQ Malaysia Students' Association and Malaysian Students' Council of Australia Queensland. | 2016 - 2018 |
| • Partook in National Aspirations and Leaderships Summit (NALS). | 2017 |
| • Attended PETRONAS Personal Leadership Development Programme and Outward-Bound Malaysia. | 2016 |
| • Organised a graduation dinner for accounting students during diploma in UITM as a project manager. | 2015 |
| • Successfully managed and executed an annual event (Gala Dinner) for accountancy students under Faculty of Accountancy. | 2014 |
| • Participated National Service Training Programme (Malaysia) | 2012 |

SKILLS & INTERESTS**Skills**

- Able to manage multiple engagements and deadlines.
- Dedicated, innovative, resourceful, analytical, and able to work under pressure.
- Able to work independently and as a team.
- Flexible, willing to take on more responsibilities and devote time necessary to complete deadlines.
- Proficiency in MS Office Suite (Excel, Word, PowerPoint).
- Proficiency in accounting software (e.g., MYOB, UBS Accounting, Tax Ace Software, SAP Concur and Engagement Management System (EMS) from Deloitte, Sage Accounting, SAP Software)
- Good written and verbal communication skills of English and Bahasa Malaysia.

Interests

- Reading (current issues, history, and biography), hiking, camping, outdoor activities, and extreme sports (skydiving, water rafting, abseiling)

REFERENCE

- Provided upon request.