

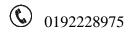
# SITI NURHAZIRAH BINTI ROSLAN

870605-56-5602

Female 38 years old Married

Highly motivated, creative, and excellent, can create co-operative environment. Can work under pressure, excellent management, and negotiation and public relations skills.

#### CONTACT



iera\_quratulain@yahoo.co.uk

No.10, Jalan Kesuma 1, Taman Kesuma, 68000 Ampang, Selangor

# **SKILLS**

# Written and Speaking

- Malay Expert
- English Intermediate

# **Basic Computer Software**

- Word Intermediate
- Excel Intermediate

## **Accounting Software**

- MYOB Expert
- UBS Accounting System Expert
- Oracle Accounting System Intermediate
- Sistem Pengurusan Berkomputer Angkasa (SPBA) Intermediate

#### **EDUCATION**

# **Universiti Tenaga Nasional (UNITEN)**

- 2006 2010
- Degree in Accounting
- 2.59

#### I. J. Convent Johor Bahru

- 2004
- Sijil Pelajaran Malaysia (SPM)
- 2A (Mathematics & Accounts)

# **CURICULUM ACTIVITIES**

## **Universiti Tenaga Nasional (UNITEN)**

- Persatuan Pelajar Islam (Member)
- Biro Tatanegara Kursus Bina Negara
- SIFE Club Committee
- Symposium Corporate Governance
- Committee of Finance and Registration Bureau for Symposium of Accounting Theory & Practices.
- Financial Reporting Standards Talk
- Sekretariat Rakan Muda (Member)
- Human Resource Club (Member)
- Gross Cultural Seminar & Program Hr Social Work
- Deloitte Tax Challenge 2008

- Sun System Accounting Software -Expert
- IPBS System Expert

#### **Online Payment**

- Ambank (Corporate Payment)
- Public Bank (Corporate Payment)
- Cimb Bank (Corporate Payment)
- Citibank (Corportate Payment)
- HSBC (Corporate Payment)

## Sekolah Menengah Kebangsaan I. J. Convent Johor Bahru

- Puteri Islam (Member)
- Kawad ahli rumah sukan and olahraga
- Kelab Seni (Secretary)

#### **COURSES**

- Cash Flow Budgeting and Forecasting (MDEC)
- Payroll & Human Resource Management System (Pure Logic Solution)
- GST Overview Training (KASTAM)
- Basic Gst workshop (Sage UBS)
- Business Communication Skill Workshop
- Accounting & Tax Treatment For expenditure
- Withholding Tax Essentials for Corporate Accountants
- Microsoft Office Fundamentals for Accounting & Finance Professionals

#### WORKING EXPERIENCE

#### **Azuddin & C O (Practical Training)**

- Account Full set of account
- Computation Tax Company and income tax.
- o Auditor Generated audit report

#### Trainee Account Supervisor The Store Corporation (2010)

- o Account Receivable and Account Payable
- Petty cash and staff claim report

#### Account Asisstant & Account Executive at Netxpert Sdn Bhd (2010 – Jun 2015)

- o Full set of account profit & loss, balance sheet & trial balance
- o Make monthly budget report for every department of the company.
- Make payment voucher and prepare cheque.
- o Receive and process all invoices, expense forms and requests for payment.
- o Ensure all filing is done in a timely and accurate manner.
- o Deal with daily transactions for the petty cash.
- Account payroll for 200 staff.
- o Cooperative account and generating cooperative report.
- o Review 10 branches of account to be audited.
- o Prepared budget & cash flow statement.
- o Liaise with auditors and tax agent.

## Finance Executive at Pantai Medical Centre Sdn Bhd (July 2015 - July 2024)

- Reviewed and audited supplier, intercompany, and billing invoices to ensure proper documentation and approvals prior to payment.
- Ensured timely settlement of obligations within agreed terms; scanned and processed invoices via IBPS for PO and non-PO items.
- o Matched purchase orders to invoices and processed entries in IBPS; posted successful transactions to Sun System.
- o Prepared and matched cheques to invoices, obtained required approvals, and ensured accurate distribution.
- o Maintained vendor relationships through prompt resolution of payment queries via email and calls.
- o Monitored discount opportunities and managed payment scheduling, discrepancies, and credit memos.
- o Collaborated with Procurement and IT for vendor code creation; managed inactive vendor and employee account closures.
- o Verified and reconciled vendor statements; updated vendor master data in Sun System to ensure accuracy.
- o Reviewed payment terms with business units and ensured deviations received proper approvals.
- o Processed staff expense claims, petty cash, and advances; ensured timely disbursements.
- o Maintained accounting ledgers and supported month-end closing activities.
- o Performed document management and ensured compliance with record retention policies.
- Conducted creditor reconciliations and minimized GRIR balances by investigating and clearing outstanding items.
- o Managed full set of accounts, including P&L, balance sheet, and trial balance.
- o Liaised with external auditors and tax agents for statutory audits and tax filing requirements.
- o Undertook ad hoc finance and administrative duties as required.

#### REFERENCE

Nur Ilyani Binti Zulkifli Assistant Finance Manager Pantai Medical Centre Sdn Bhd 012-3679226 Puan Subaeda Binti Siamir

Director Netxpert Sdn Bhd 013-3337075