



# 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



0192228975



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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)

## CURRICULUM 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 (Corporate 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.
- Auditor – Generated audit report

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

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

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

- Full set of account - profit & loss, balance sheet & trial balance
- Make monthly budget report for every department of the company.
- Make payment voucher and prepare cheque.
- Receive and process all invoices, expense forms and requests for payment.
- Ensure all filing is done in a timely and accurate manner.
- Deal with daily transactions for the petty cash.
- Account payroll for 200 staff.
- Cooperative account and generating cooperative report.
- Review 10 branches of account to be audited.
- Prepared budget & cash flow statement.
- 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.
- Matched purchase orders to invoices and processed entries in IBPS; posted successful transactions to Sun System.
- Prepared and matched cheques to invoices, obtained required approvals, and ensured accurate distribution.
- Maintained vendor relationships through prompt resolution of payment queries via email and calls.
- Monitored discount opportunities and managed payment scheduling, discrepancies, and credit memos.
- Collaborated with Procurement and IT for vendor code creation; managed inactive vendor and employee account closures.
- Verified and reconciled vendor statements; updated vendor master data in Sun System to ensure accuracy.
- Reviewed payment terms with business units and ensured deviations received proper approvals.
- Processed staff expense claims, petty cash, and advances; ensured timely disbursements.
- Maintained accounting ledgers and supported month-end closing activities.
- Performed document management and ensured compliance with record retention policies.
- Conducted creditor reconciliations and minimized GRIR balances by investigating and clearing outstanding items.
- Managed full set of accounts, including P&L, balance sheet, and trial balance.
- Liaised with external auditors and tax agents for statutory audits and tax filing requirements.
- 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