

NUR IZZATI BINTI MARZUKI



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📍 Block G, level 3, Flat Sri Perantau, 42000 Pel. Klang, Selangor.

SUMMARY

Highly responsible and able to work in a team. Seeking opportunities to apply and improve quantitative and analytical skills, financial planning and other related skills in alignment with company financial goals. I am a detail-oriented individual with an interest in banking & finance.

EDUCATION

- Bachelor of Business Administration (Hons.) Islamic Banking UiTM Puncak Alam (March 2018 - July 2020)
 - Diploma in Banking UiTM Kelantan (Jun 2015 - February 2018)
 - SMK (P) Raja Zarina Pel. Klang (January 2010 - December 2014)
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WORK EXPERIENCES

- 1) **Account assistant at Sri Kota Specialist Medical Center (October 2021-Present)- Account Receivable**
 - Responsible for managing cash books, fund transfer and reconciliation for company bank accounts.
 - Preparing general ledger, closing report, invoice & receipt on timely manner.
 - Responsible for counting & managing cash received in hand & credit card collection from daily operation collected by front counter ambassador. Cross checking whether cash receive is according to system report.
 - Assisting in stock take, internal department audit, management report slides, and any ad hoc task required.
- 2) **Finance Assistant at Industrial Quality management Sdn Bhd (September 2020-October 2021)- Account Payable**
 - Responsible for key in suppliers' invoice, managing cash book and preparing payment accordingly.
 - Preparing payment report for utilities. Updating and keeping track schedule for company renewal license, bank guarantee, road tax and insurance vehicles.
 - Preparing payment for renewal TNB bank guarantee, company license & quit rent.
 - Sorting and checking all suppliers documents, SOA & PO to be received correctly and liaise with the person in charge.
 - Assisting in stock take, attending meetings & preparing any ad hoc task.

3) **Administrative Intern at Univisual Integrated Sdn Bhd (February 2020 - July 2020)**

- Preparing quotation, invoice, delivery order, and statement of account
- Preparing and recording excel sheet expenses for ongoing projects, and daily expenses for maintenance service
- Preparing cash voucher, claims and allowance for workers. Preparing and updating attendance slip, leave application and overtime works
- Recording and updating company service schedule. Managing documents, receipts, filing, emails and phone calls from clients

LANGUAGE PROFICIENCY

- Malay: Excellent spoken & written
- English: Good spoken & written

SOFTWARE SKILL

- Microsoft Word, Excel & Power point: Good
- AX accounting system: Beginner
- DGFLO: Beginner

AWARDS

- Dean List Award Semester 2, 3 & 5 Bachelor of Business Administration (Hons.) Islamic Banking.
- Dean List Award Semester 1, 2, 4 & 5 Diploma in Banking Studies.
- Students Invention, Innovation and Design Competition (SIDCOM 2016), Best innovation Award.

EXTRA CURICULAR

- 1) Secretary of D'Banquers Club UiTM Kampus Machang (March 2017- January 2018)
 - Preparing letters, reports and surveys for every program. Taking attendance, meeting minutes, Filling and documenting
- 2) Secretary of Journey to Bandung: Embracing Entrepreneurial Spirit (February 2017)
 - Preparing letters and report for Bandung, Indonesia Program
- 3) Project Leader of Misi Akademik 2.0 UiTM kampus Machang (September 2016)
 - Leading and planning for final year student extra class program.

REFERENCES

Law Moh Kiat

Accountant

Sri Kota Specialist Medical Center
012-2937760

Husniayati Ali (Dr.)

Senior Lecture

Fakulti Pengurusan Perniagaan UiTM Puncak Alam
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