



## FARA AYUNNA BINTI AZMI

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### OBJECTIVE

Accounting professional with practical experience in SAP and financial operations. Motivated and detail-oriented, I am eager to contribute my analytical, organizational, and problem-solving skills in a dynamic organization, while continuously learning and expanding my professional expertise across diverse roles.

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### WORK EXPERIENCE

#### CONTRACT ACCOUNT PAYABLE EXECUTIVE, PREFCHEM (JAN 2025 – PRESENT)

- Successfully manage high-volume Accounts Payable operations, processing more than 100 invoices per day in SAP with precision and adherence to deadlines.
- Expertly manage end-to-end Accounts Payable processes in SAP, including posting Payment Documents (PD) and Supplier Self-Service (SUS) transactions with accuracy and timeliness.
- Verify and process invoices in Kofax, maintaining accuracy and compliance with company policies.
- Scan and archive invoices
- Handle tax-related matters such as Sales and Service Tax (SST) and Withholding Tax
- Handle the Accounts Payable pool email, responding to vendor inquiries and resolving payment-related issues efficiently.
- Review and reconcile vendor statements to confirm outstanding payments are accurate and up to date.

#### PROTEGE, SIME DARBY MOTORS. (OCT 2024 - JAN 2025)

- Participated in the Protégé program, gaining practical, hands-on experience in a professional work environment.
- Developed effective communication skills through interactions with clients and customers.
- Assisted with various administrative tasks to support daily office operations.
- Provided secretarial support for committees, including preparing minutes and documentation

#### INTERN, PETRONAS CHEMICALS MTBE SDN. BHD. (MAC 2024 - AUG 2024)

- Expertly managed budgeting for Opex and CAPEX, and prepared comprehensive board and CFO packs.
- Proficient in using Captrack and the BEST system for financial tracking and reporting.
- Actively participated in all finance meetings, contributing to discussions and decision-making processes.
- Keyed in and updated all data in Excel, ensuring accuracy and completeness.
- Involved in the PC MTBE budget cycle planning, assisting in the development and execution of budget plans.
- Studied and explored Power BI, enhancing skills in financial tracking, reporting, and data visualization.

#### ONLINE SMALL BUSINESS: BAKED.TWINNIE. (JAN 2021 - SEP 2024 )

- Founded and operated a profitable online small business specializing in homemade desserts, 'BAKED.TWINNIE'.
- Successfully generated RM6,000 in monthly profits by implementing effective marketing strategies, managing production and inventory, and delivering exceptional customer service.
- Demonstrated strong entrepreneurial and business management skills, including financial planning, cost control, and market analysis.

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### EDUCATION BACKGROUND

#### UiTM Dungun, Terengganu

Bachelor's Degree (Honors) in Accounting

CGPA: 3.35

Dungun, Terengganu

Oct 2020 - Aug 2024

Subject : Financial Accounting, Managerial Accounting,  
Auditing, Taxation, Business Law,

#### Kolej Matrikulasi Pahang

CGPA: 3.46

Gambang, Pahang

May 2019 - March 2020

Subject: Accounting, Economics, Business  
Management, Mathematics

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## ACHIEVEMENT & EXTRACURRICULAR

- **Dean List Award** in Semester 3 with CGPA 3.51 (Bachelor of Accountancy)
- Successfully Achieved the **LCCI Level 2 Certificate in Bookkeeping and Accounts**, demonstrating proficiency in fundamental accounting principles and bookkeeping techniques.

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### PROJECT INVOLVEMENT

#### A constestant, Deloitte Audit Business Challenge (DABC)

- Nov 23
- Consists of three members in a team to solve complex business challenge and cases provided by Deloitte.
  - Applied auditing and financial analysis skills in a competitive business environment.

#### 2nd International Student Representative Conference (Empowering Young Leadership)

- Nov 23
- Participated in a global conference focused on developing young leadership skills and fostering cross-cultural understanding.
  - Engaged in workshops, discussions, and networking opportunities with international student representatives.

#### Business Proposal and Intellectual Idea Skills

- Jul 2023
- Collaborated with 5 members in a team to generate and develop innovative business proposals and intellectual ideas.
  - Played a key role in brainstorming sessions, idea evaluation, and problem-solving within the team.
  - Successfully earned a SQL certification

#### Service-learning Malaysia University for Society Project (SULAM),

- Jul 2023
- Participated in Service-learning Malaysia University for Society Project (SULAM)
  - Collaboration with local SMEs, acting as team leader.

#### MASMED Young Entrepreneur Program

- Jul 2022
- Founded and operated a successful business venture
  - Achieved SME (Small and Medium Enterprise) certification, demonstrating business growth and compliance with industry standards.
  - Demonstrated entrepreneurial skills in business development, leadership, and problem-solving.

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### RELATED SKILLS & LANGUAGES

- **SAP**

Currently enhancing expertise by learning additional SAP transaction codes (T-codes) to improve system navigation and task execution speed.

- **EXCEL:**

Proficient in Microsoft Excel, with the ability to create complex spreadsheets, perform data analysis, and utilize advanced functions and formulas to enhance data management and reporting.

- **WORD**

Strong command of Microsoft Word for creating and formatting professional documents, including reports, memos, and correspondence.

- **POWER BI**

Basic knowledge of Power BI for creating simple data visualization and reports.

#### SQL (STRUCTURED QUERY LANGUAGE)

Skilled in database management using SQL, including designing and optimizing databases for improved data integrity and performance.

#### LANGUAGE

Malay (Excellent), English (Intermediate)

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### REFERENCES

• **Mohd Azraf Bin Saharadin**  
**General Manager Finance PC MTBE**  
012-2837383  
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• **Puan Armee Dahlia**  
**Manager (Financial Services) PRefChem**  
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