

# NUR IFFAH BT MOHD IKHWAN

Mobile Phone : 019-4467051 | Email : [iffahikhwan51@gmail.com](mailto:iffahikhwan51@gmail.com)

Address : Mukah, Sarawak | LinkedIn Profile : [www.linkedin.com/in/iffahikhwan](https://www.linkedin.com/in/iffahikhwan)

## EDUCATION

### DIPLOMA IN ACCOUNTANCY, POLITEKNIK MUKAH, SARAWAK

- CGPA 3.38 out of 4.00
- Subjects of Interest and Area of Expertise: Business Finance, Fundamental of Accounting, Financial Accounting, and Cost and Management Accounting

## CERTIFICATION / AWARDS

- Webinar in Excel Automation by Tai ChooTack(Excel Sifu from LinkedIn)
- Certification of Participation in MCampus Virtual Financial Literacy Conference for Youth 2020 by MICPA
- Politeknik Mukah Dean List - December 2019 : GPA 3.78
- Certificate of Appreciation as a Commerce Club Member, Jabatan Perdagangan, Politeknik Mukah, 2019
- Certificate of Appreciation as a Facilitator of Program Adik Angkat Kelab Catur, Politeknik Mukah, 2018

## RELATED EXPERIENCES

### INTERNSHIP - ACCOUNTANT ASSISTANT

#### GIOS Sdn. Bhd. | Bintulu, Sarawak | 1 March 2021 - 16 July 2021

- Created and tracked projects and the company's monthly bank statement using Excel.
- Handle all payments and expenditures.
- Maintain digital and physical financial records.
- Performing account reconciliations and identifying discrepancies.
- Conducted workload assessment and improved filing of company's invoices, over ten plus different bills statement, charges, and other crucial documents.
- Studies and developed a system for form fillings using Microsoft Access 2019.

### CASE STUDY - BUSINESS FINANCE COURSE

#### Politeknik Mukah, Sarawak | 24 - 30 October 2020

- Led a team of three to analyze the financial status of 3 listed firms in Bursa Malaysia from 2016 to 2018.
- Explained briefly the company's background.
- Defined and calculated all 19 ratios used to analyze the financial health status of each business from 2016 to 2018.
- Prepare 19 different suitable graphs in a diagram to present the ratios calculated for each year.
- Combined information of all ratios for each firm for every year and compared and contrasted firms' financial health.

## SKILLS

- A team player and independent individual
- Meticulous and keen to learn new skills and knowledge
- Critical thinking and problem solving
- Continuing education in Ms. Excel, Word, PowerPoint and Access, Accountancy, and Financing to maintain good quality and support.