

NAME

Age : xx years
Identification no. : xxxxxx-xx-xxxx
Gender : F/M
Race :
Religion
Marital Status :



Address : 123 Address
Street, City, State.
Contact number : +6 01 x xxx number
Email : info@youremail.com

CAREER OBJECTIVE

To acquire a position as an operation manager in a company that will expand my skills and experience and utilize it to strengthen the company's operations.

SKILLS

- UBS Certificate in Computerized Accounting
- Communication
- Teamwork spirit and strong interpersonal skills
- Leadership/Management
- Administration and Management
- Problem Solving/Critical Thinking
- Innovation and Creativity
- Microsoft Office (Word, Excel, PowerPoint)

PROFESSIONAL EXPERIENCE

2013 –2015

TCT TRADING SDN BHD Practical Trainee

- Maintenance in IT department for factory
- Responsible for system outlet
- Prepare delivery orders
- Prepare related documentation and invoice for inter-company projects
- Stocks Maintenance

2011 - 2013

JOHAN CONSULTANCY SERVICES Assistant accountant

- Assist in key in data into UBS System

- Manage filing system
- Responsible in preparing tax and income statement

2011 - 2010

TRANS EAST SHIPPING

Shipping assistant cum accountant

- Perform shipment booking
- Prepare related documentation and invoice for various projects
- Process company's payroll

EDUCATION

2009 –2010

POLITEKNIK MELAKA, MELAKA

Diploma in Accountancy

- CGPA : 3.17

2007 – 2009

KOLEJ KOMUNITI SELANDAR MELAKA

Certificate in Business Accounting

- CGPA : 3.36

2009

SMK TAMAN SERI KLUANG, JOHOR

Certificate of Malaysian Education (SPM)

- Pass 4 Credits in Bahasa Malaysia, English, Mathematics and Sejarah.

REFEREES

Person A

Job Title

Name of Company, Street Name,
Address, City, State.

Sarawak, Malaysia.

Email: info@email.com

Contact: +60 8x xxxxxx

Person B

Job Title

Name of Company, Street Name,
Address, City, State.

Sarawak, Malaysia.

Email: info@email.com

Contact: +60 8x xxxxxx