

MUNIRAH BT MOHD ZAINAL

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PERSONAL DETAILS

IC No : 891231-14-5648
Date of Birth : 31 December 1989
Race : Malay
Religion : Islam
Gender : Female
Marital Status : Single
Nationality : Malaysian
Hometown : No 10, Jalan 1/3, Fasa 2, Desa Pinggiran Putra, 43000, Kajang, Selangor
KWSP No. : 20289715

OBJECTIVE OF APPLICATION

I would like to work with a professional group that will utilize my educational knowledge, proficiency in accountancy principles and computer skills towards the contribution to the success of the company.

EDUCATION BACKGROUND

2008 – 2013	National University of Malaysia (UKM) (Degree of Accounting)	Current CGPA : 2.75
2006 – 2007	Johor Matriculation College (Accounting Matriculation Programmed)	CGPA : 3.54
2004 – 2005	Sekolah Menengah Teknik Sepang, Dengkil, Selangor	SPM (4 2A, 2 3B, 1 5C, 4 6C)

PREFERENCES

Willing to Travel: Yes

Possess own transport: Yes

Licenses: D (Car)

Preferred Job Type(s): Full time or normal shift

LANGUAGE

Language	Proficiency (0=Poor - 10=Excellent)	
	Spoken	Written
Bahasa Malaysia	10	9
English	7	7

COMPUTER SKILL

Skill	Years	Proficiency
MS Word, Powerpoint, Excel, Publisher, Microsoft Publisher	>6	Advanced
Prezi	>3	Advanced
Internet Explorer / Mozilla Firefox / Google Chrome	>4	Advanced
QnE Business Solution Software	>2	Intermediate
UBS	>2	Intermediate
AutoCount	>1	Intermediate
MYOB Acc/Premier	>2	Advanced

WORK EXPERIENCE

Home Tutor: **PART TIME JOB** (November 2011- December 2012)

- Teach Principal Accounting, Basic Economics, Mathematic and Business SPM level.
- Prepare exercise & short note for SPM candidates.

Internship Training: **HALIM AHMAD & CO. (Audit Firm)**

(Mei-November 2011)

- Audit, taxation and accounting Department.
- Make account for company's client.
- Learning on statutory audit, document checked, vouching and writing report.
- Learn on how to meet client and build good social skill at the same time.
- Count tax payable for company's client and write manually in form C and R.
- Learn on how to do e-filing during taxation work.
- Build my knowledge on focusing company system, such as audit process.
- Learn on company secretary, such as process to establish new company.
- Do facsimiles and photocopying information as required for company's use.

Junior consultant & Administrator: **GLOBAL TECHNOCOUNT CONSULTING (Consultancy Firm)**

(Oct 2012 –July 2013)

- Project Leader 'Technocount for SMEs Community'
- Prepare full set accounting for SMEs client include prepare payment voucher, invoice, official receipts, issuing check, etc.
- Dealing and negotiate with client to provide services.
- Prepare letter like confirmation, invitation, etc.
- Be supervisor for Student program with Team Internal Audit Mydin and learn little bit about internal audit based on SOP's company.

Research Assistant: **UKM-CESMED (Center of Entrepreneur for SME's and Development)**

(Aug 2013- February 2014)

- Prepared, facilitate and demonstrate teaching modules on the use of MYOB software to students at UKM, Bangi and UKM, Kuala Lumpur.
- Prepared and set up account use MYOB system for SMEs client and train them.
- Successfully carried out a workshop as committee member, attended by 30 lecturers from local universities who applied for Social Business Research Grant Scheme.
- Successfully coordinate the 'International Research Conference on Social Business', attended by guest of honour : Tuanku Besar Sri Menanti, Tunku Ali Redhaudin Ibni Tuanku Muhriz; Nobel Laureate, Prof. Dr. Muhammad Yunus from Grameen Bank, Bangladesh; Prof. Dr. Lars Hulgard from Roskilde University, Denmark; and other 20 fellow researchers/businessmen from around the world.
- Successfully carried out training workshop as facilitator for public accountants and editors at the Jabatan Akauntan Negara Malaysia on Documentation for Knowledge Portal.

- Currently co-supervising research in collaboration with the Johor State Government on improving Healthcare services in Johor, Malaysia
- Help prepare, facilitate and demonstrate teaching module on Social Business for students

MYOB Trainer / Sale Manager: **ABYTECH SDN. BHD. (MYOB Professional Partner)**
(April 2014 – now)

- Prepared the quotation for client who wants to buy the MYOB product.
- Prepared, facilitate and demonstrate teaching modules on the use of MYOB software to the clients.
- Do the implementation for client to set up account in MYOB system such as import the data into the system, customize the form, and enter the opening balance and so on.

CO-CURRICULUM ACTIVITIES

1. Secretariat:

- 2008 : Carnival College (Simposium Keushawanan),UKM College as Vice President.
- 2009 : Camping Towards Becoming Genuine Leader (TBGL), UKM College as President

2. Participate in:

- 2008 : Kem Bina Jati Diri (PEMATRA), Faculty of Business and Management, UKM
- 2009 : Kursus Hala Tuju Sukan dan Rekreasi, Exco Sukan dan Rekreasi, PMUKM
- 2012 : The Entrepreneurship Exhibition & Competition

3. Sport Activities:

- Netball : 2005, Carnival Sport Piala Dato' Seri Dr.Abdul Shukur, 2010, SUKEM, UKM College
- Futsal : 2010, SUKEM, UKM College

INTEREST / STRENGTH

Able to work organizationally, have a positive working attitude, hardworking, like to learn a new thing and responsible.

REFERENCES

Datin Dr. Shamsubadriah Ramlee

Relationship : Advisory
Position : Director, UKM-CESMED
Tel : 019-332 8205
Email : sham5806@gmail.com

Pn. Khalijah binti Ahmad

Relationship : Lecturer
Position : Senior Lecturer, School of Accounting, Faculty of Economics and Business, National University of Malaysia, Bangi.
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