N A M E

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

C A R E E R   O B J E C T I V E

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.

S K I L L S

- 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)

P R O F E S S I O N A L   E X P E R I E N C E

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

E D U C A T I O N

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.

R E F E R E E S

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