



# ATTASHAH BINTI ZULKIFLI



**ACCOUNTING & ADMINISTRATIVE EXECUTIVE**



## CONTACT



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Kajang, Selangor



## SKILLS

### TECHNICAL SKILLS

- Microsoft Excel
- Microsoft Word
- PowerPoint
- Sage UBS
- Audit Express

### CORE SKILLS

- Financial Record Management
- Administrative Support
- Audit Support



## LANGUAGES

Malay (Fluent) ●●●●●●

English (Good) ●●●●○

Arabic (Basic) ●●○○○



## SOFT SKILLS

- ✓ Detail-oriented
- ✓ Good communication
- ✓ Able to work under pressure
- ✓ Team player
- ✓ Organized and efficient



## PROFESSIONAL SUMMARY

Accounting professional with 3+ years of experience in administrative and financial operations. Skilled in managing accounting records, invoicing, and audit support using Sage UBS. Proven ability to maintain accurate financial data and support business operations efficiently in fast-paced environments.



## WORK EXPERIENCE

### Administration cum Account

2021 – Present

Entruss Ventures Sdn Bhd

- Manage daily accounting operations including invoicing, payments, and expense tracking.
- Maintain accurate financial records using Sage UBS accounting system.
- Assist in preparing financial reports and documentation.
- Coordinate administrative processes to support smooth operations.

### Administrative Support

2020

National Antidrug Agency (NADA)

- Supported administrative processes and documentation.
- Maintained organized internal records.

### Administration

2020

Permodalan Nasional Berhad (PNB)

- Managed administrative records and reporting tasks.
- Assisted in documentation and record updates.

### Audit Intern

2019 – 2020

Mohd Nizaruddin & Co, Kajang

- Assisted in audit procedures for client financial statements.
- Prepared audit documentation and supporting schedules.
- Verified financial data for accuracy and compliance.
- Worked with senior auditors to meet deadlines.



## EDUCATION

### Bachelor in Accounting (Hons)

2016 – 2020

International Islamic University College Selangor (IIUCS)

### Matriculation in Management

2015 – 2016

International Islamic University College Selangor (IIUCS)