



ATHIRAH JAZMINA

BANKING & FINANCE GRADUATE

PERSONAL PROFILE

Energetic & extremely motivated to constantly develop my skills and grow professionally. Can working independently. Passionate in data analysis, financial planning, business administration and consulting. Proficient with multiple Microsoft business applications such as **Excel, Power BI, SharePoint, Word, and PowerPoint**. Beyond that I have grown my personal interest in **Adobe Photoshop and Illustrator**.

CAREER SUMMARY



Continuous Improvement Intern

Baker Hughes | Sep 2020 - Feb 2021

- Construct **KPI metrics and dashboard** using Power BI and Power Query for various team such as Close & Reporting, Cash & Bank, Intercompany and Fixed Asset
- Updating and compiling various metrics and dashboard for Global Finance Organisation (GFO) SharePoint such as:
 - **APC dashboard**- to track the closing tasks completed on-time and past due by function, product company and region on monthly basis
 - **Blackline dashboard**- to track approver and preparer completion Account Reconciliation status on daily basis.
 - **KPI Account Reconciliation**- its a dashboard to track the Account Reconciliation, Unreconciliation and Reconciling Item by region, product company and function on monthly basis
 - **LE COCO Landscape**- to track active, new and disable Company Code (COCO) and Legal Entity (LE) by region and product company on monthly basis
 - **STAT KPI dashboard**- to track the Delinquent Filings and past due Stat filings by region on monthly basis.
- In charge of updating Masterfile and Adhoc list in **APC Financial Closing Task Management** for various team on monthly basis
- Doing a comparative research related to application in the market such as **Optical Cognitive Recognition (OCR)** and **Fixed Asset Management (FAM)**



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Cheras, Kuala Lumpur



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SKILLS SUMMARY

Leadership	● ● ● ●
Management	● ● ● ● ●
Financial Analysis	● ● ● ●
Data Analysis	● ● ● ● ●
Banking	● ●
Business Analysis	● ● ●

AWARDS RECEIVED



Deans List, 3.71, Bachelor Degree Business Administration (Hons) Finance (Sep 2020)



Deans List, 3.77, Faculty Business Management, Diploma in Banking (May 2016)



First Runner Up, Festival Teater Negeri Melaka (2017)

LANGUAGES

Malay

English

Mandarin

LICENSE & CERTIFICATIONS

- EFSET English Certification (C1 Advanced)
- Excel Crash Course, Spreadsheet (Corporate Finance Institute)
- Creative Certification Exam (Google)
- Analytics Individual Qualification (Google)
- Interpersonal Communication (LinkedIn)
- IQ Bot - Developer (Automation Anywhere)
- MS Power BI - Fundamental & Intermediate (Baker Hughes)
- Mail Merge - Advanced (Baker Hughes)
- Power Query & Power Pivot - Fundamental & Intermediate (Baker Hughes)

REFERENCES

Tan Kim Hong
Position: Finance Manager

Global Finance Centre, Kuala Lumpur
Baker Hughes
21st Floor, Menara Tan & Tan, 207 Jalan
Tun Razak, 50400 Kuala Lumpur
KimHong.Tan@bakerhughes.com
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Puan Aqilah Nadiyah Binti Md Sahiq
Position: Senior Lecturer

UiTM Cawangan Melaka
Kampus Bandaraya Melaka
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Crew Member JomHeboh Melaka

Media Prima Berhad | Nov 2019

- Managed artist's booth and children's play zone
- Collaborate with Astro Malaysia Holdings
- Promoting and marketing product to customers



Crew Member

National University of Malaysia (UKM) | March 2018

- Participated in Pentas Semarak Seni Competition
- Representative and handling dancers training and preparation for competition

EDUCATIONAL HISTORY



Universiti Teknologi MARA

Bachelors Degree in Business Administration (Hons) Finance |
2018 - 2020

- CGPA: 3.17
- Member of Finance Association Club (Finest), Exco Art and Culture
- Performance Coordinator in Hi-Tea Events
- Splash Run 2019, Committee member (Sponsorship)
- Member of cheerleading team
- Participated in Trading stock and investment organised by Bursa Malaysia
- Designing posters and flyers for variety of events



Universiti Teknologi MARA

Diploma in Banking Studies | 2015 - 2018

- CGPA: 2.99
- President of the Cultural and Artistic Association
- President of Theaters Club (Sepresi)
- Participated in various theater events and performance competitions
- Member of college community and joining handball team
- In charge of various events with other colleges
- Project leader for Operation Management class event
- Participated in English Speaking competition



SMK Aminuddin Baki, Kuala Lumpur

Pure Science | 2010 - 2015

- Participated in Girl's guide Malaysia camp
- Participated in chess, netball and handball competition