

No15G Parit 10 Timur, Jalan Sungai Panjang  
45300 Sungai Besar, Selangor

2<sup>ND</sup> October 2020

The Manager  
Intex Networking Sdn Bhd  
Tower N&W, Gamuda Biz Suites,  
Persiaran Anggerik Vanilla Kota Kemuning,  
40460 Shah Alam, Selangor

Dear Sir

**THE APPLICATION FOR THE POST OF ACCOUNT ASSISTANT**

I have read with the interest your advertisement in the Jobstreet.com on  
7<sup>th</sup> September 2020 and wish to apply for the post of Account Assistant.

I am a fresh graduated from Kolej Profesional MARA Indera Mahkota with the  
2 years training in Accounting. I have been familiar with Microsoft Excel and  
Microsoft Word that your company needed. I am also friendly with the use of  
PowerPoint. Besides that, I am fluent in Malay language, English and also has  
basic Mandarin as I learned it in three semesters continuously. I am a responsible,  
hardworking, honest and a teamwork person. I am willing to work immediately in  
your company and can work under pressure.

I have enclosed my resume for your reference. I would be pleased  
to have a personal interview with the representative of your company. I will keep in touch  
with your company to know more about my status.

Thank You.

Yours Faithfully,

Syaza Nadhirah

SYAZA NUR NADHIRAH

Encl: Resume



# SYAZA NUR NADHIRAH

Account Assistant

## PERSONAL INFORMATION

Age: 19 years old

Gender: female

Status: Single

Address: No 15G, Parit 10 Timur Jalan Sungai Panjang, 45300, Sungai Besar, Selangor

## PERSONAL SUMMARY

I am a fresh graduated from Kolej Profesional MARA Indera Mahkota, looking for any position in account at any company.

## PROFESSIONAL SKILLS

- Language: Malay, English, Mandarin, Arabic
- Soft Skills: Teamwork, Responsibility, Honest
- Hard Skills: Word, Excel, PowerPoint, Letter writing, PicsArt

## CONTACT ME

Phone: 017- 501 9202

Email: syazandhrh7@gmail.com

Address: No 15G Parit 10 Timur, Jalan Sungai Panjang, 45300, Sungai Besar, Selangor

## REFERENCE

Name: Zanariah Binti Awang

Phone: 019- 924 3897

Email:

zanariah.awang@mara.gov.my

## EDUCATION BACKGROUND

Kolej Profesional MARA Indera Mahkota (KPMIM)

Diploma In Accounting

CGPA: 3.43

MRSM Felda Trolak

Pure Science add on Accounting Stream

SPM: 3A

PT3: 6A

CGPA: 2.73

## CO CURRICULAR AND ACTIVITIES

- Homeroom's Secretary 2020
- Silver award in Singapore International Band Festival 2018
- Bronze award in Malaysia International Music Arts Festival 2017
- Actively in Wind Orchestra
- Explorace Koperasi KPMIM 2019
- Homeroom's Secretary 2018
- Homeroom's Treasurer 2014-2015
- Class Treasurer 2014-2016
- Biro of Silat Gayong Pasak 2014-2016

## PERSONAL INTEREST

- Love animals
- Drawing
- Play music Instrument

