



SITI HAFIZAH HAYATUL FAIZAH ABDUL RAHIM

Date of Birth: 22nd August 1986

No. 11 Simpang 33 Jalan 'D' Kpg Perpindahan Mentiri, Brunei

POSTCODE BU2129

Telephone: +673-727 6666

Email: sitihaizah.abdrahim@gmail.com

WHO AM I?

A highly motivated Forensic Accounting graduate who possesses a strong commitment & administration skills to join your company. My experience as a former secretary to various companies has expanded my knowledge in this industry.

A quick learner who can absorb new ideas & able to exhibit confidentiality, discretion, tact, diplomacy & professionalism when dealing with directors & senior managers.

By taking challenge outside of my comfort zone has always given me the motivation to work hard and be determined to succeed throughout my career.

Enthusiastic, dedicated with a commitment to find a challenging financial & administrative position with a successful, ambitious company that offers opportunities for career development and advancement. Having the opportunity to explore different industries gave me the opportunity to work with various people regardless of their gender, class, ethnicity and age.

EDUCATIONAL BACKGROUND

UNIVERSITY OF GLAMORGAN (2008-2011)

BA (Hons) in Forensic Accounting
(Transcripts as attached)

WORKING EXPERIENCE

**SEJIN CONSTRUCTION SDN BHD/
BERRY GOOD SDN BHD**

October 2016- Present
Confidential Secretary to the Executive
Director
cum Project Coordinator

ANTARA TRAVEL AND TOURS

February 2015-September 2016
Personal Assistant to the Managing Director

JATI TRANSPORT SDN BHD

(June 2013- September 2014)
Secretary to the General Manager

**RICHLAND INSURANCE SERVICES
SDN BHD**

(January 2012-June 2013)

ADDITIONAL INFORMATION

Possess a valid Class 3 driving
licence and own car

Language:

Well spoken & written in
Bahasa Melayu and English
Language;

Mandarin Chinese, German &
French
(Beginner/Conversational)

FINANCIAL & TECHNICAL SKILLS

- ✓ Knowledge of IT & accounting packages such as MYOB, SAGE, Autoline, & Forensic Tool-Kit (FTK);
- ✓ Good knowledge in handling technical software such as MBKS & WINGS;
- ✓ Knowledge of inventory techniques
- ✓ Experience of Court Room training & report writing with Bond Solon;

PERSONAL SKILLS

- ✓ Ability to handle confidential information
 - ✓ Attention to detail
- ✓ Confident Manner, Helpful & Polite
 - ✓ Document Management & filing
- ✓ Interpersonal skills & Employee Relations
- ✓ Organizational skills, Time Management
 - ✓ Planning & Prioritizing
- ✓ Good written & verbal communication skills
 - ✓ Ability to cope with pressure.

LIST OF REFERENCES

Availability upon request



University of Glamorgan Prifysgol Morgannwg



SITI HAFIZAH HAYATUL FAIZAH ABDUL RAHIM

has been awarded

ardystir i'r uchod dderbyn

BACHELOR OF ARTS

BAGLOR YN Y CELFYDDYDAU

in FORENSIC ACCOUNTING

mewn CYFRIFEG FFORENSIG

LOWER SECOND CLASS HONOURS

ANRHYDEDD AIL DDOSBARTH IS

Dated 21 June 2011

Dyddiedig 21 Mehefin 2011

08140413

W. Hallam

Academic Registrar
Cofrestrydd Academaidd

J. E. L. G. J.

Vice-Chancellor
Is-Ganghellor

University of Glamorgan

Prifysgol Morgannwg

Transcript of Performance on a University approved programme

Trawsgrifiad Perfformiad ar raglen a gymeradwywyd gan y Brifysgol

Registration Number
Rhif Cofrestru'r Myfyriwr

Student Name
Enw'r Myfyriwr

08140413

Siti Hafizah Hayatul Faizah Abdul Rahim

Bachelor Of Arts in FORENSIC ACCOUNTING

Module	Module Code	Level	Credit Rating	Percentage Mark	Grade
Cases In Auditing	AF3S18	3	20	59	Pass
Forensic Accounting	AF3S19	3	20	44	Pass
Global Governance, Risk And Ethics	AF3S16	3	20	48	Pass
International Issues In Accounting And Audit	AF3S21	3	20	53	Pass
Accounting Research	AF3S15	3	20	53	Pass
Computer Forensics Evidentiary Practice	IS2S24	2	20	67	Pass

THIS STUDENT COMPLETED THE ABOVE MODULES IN THE ACADEMIC YEAR 2010/2011

THE ABOVE MODULES WERE TAUGHT AT UNIVERSITY OF GLAMORGAN

21 June 2011



W. Hallam

Academic Registrar
Cofrestrydd Academaidd



University of Glamorgan

Prifysgol Morgannwg

Transcript of Performance on a University approved programme

Trawsgrifiad Perfformiad ar raglen a gymeradwywyd gan y Brifysgol

Registration Number
Rhif Cofrestru'r Myfyriwr

Student Name
Enw'r Myfyriwr

08140413

Siti Hafizah Hayatul Faizah Abdul Rahim

Bachelor Of Arts in FORENSIC ACCOUNTING

Module	Module Code	Level	Credit Rating	Percentage Mark	Grade
Taxation	AF2S06	2	20	43	Pass
Finance	AF2S04	2	20	48	Pass
Auditing And Assurance	AF2S15	2	20	40	Pass
Financial Reporting	AF2S11	2	20	44	Pass
Performance Management And Control	AF2S12	2	20	54	Pass

THIS STUDENT COMPLETED THE ABOVE MODULES IN THE ACADEMIC YEAR 2009/2010

THE ABOVE MODULES WERE TAUGHT AT UNIVERSITY OF GLAMORGAN

22 June 2010



W. Hallam

Academic Registrar
Cofrestrydd Academaidd



University of Glamorgan

Prifysgol Morgannwg

Transcript of Performance on a University approved programme
Trawsgrifiad Perfformiad ar raglen a gymeradwywyd gan y Brifysgol

Registration Number
Rhif Cofrestru'r Myfyriwr

Student Name
Enw'r Myfyriwr

08140413

Siti Hafizah Hayatul Faizah Abdul Rahim

Bachelor Of Arts in FORENSIC ACCOUNTING

Module	Module Code	Level	Credit Rating	Percentage Mark	Grade
Computerised Accounting & Auditing Systems	AF2S07	2	20	60	Pass

THIS STUDENT COMPLETED THE ABOVE MODULES IN THE ACADEMIC YEAR 2008/2009

THE ABOVE MODULES WERE TAUGHT AT UNIVERSITY OF GLAMORGAN



W. Hallam

Academic Registrar
Cofrestrydd Academaidd



Bond Solon Training

Certify that

SITI ABDUL RAHIM

Attended

*Excellence in Statement &
Report Writing*

On

26th January 2011



Mark Solon
Managing Director



Ref: BUS/BABUG BBHAFF8_18 BBHAFF8GA_3 2010

Siti Hafizah Hayatul Faizah Abdul Rahim 08140413

Miss S H Abdul Rahim
No 11 Spg 33 Jln D
Kpg Perpindahan Mentiri
Kota Batu
Brunei

Fri, 12 August 2011 6:14pm

Dear Siti,

These are your **First Sitting** results for academic year **2010/2011** as confirmed by the Assessment Board.

Glamorgan Business School

Your overall grade from Year 3 of BA Forensic Accounting is Pass

		Assessment	Out of	Weight	Mark	Status
Module	AF3S15	Coursework 1	100	0.3	61	
	Title	Accounting Research				
	Result	Coursework 2	100	0.7	50	
	Grade					
Status						
Module	AF3S16	Coursework 1	100	0.5	63	
	Title	Global Governance, Risk and Ethics				
	Result	Written Examination 1 - Closed Book	100	0.5	33	
	Grade					
Status						
Module	AF3S18	Coursework 1	100	1	59	
	Title	Cases in Auditing				
	Result					
	Grade					
Status						
Module	AF3S19	Coursework 1	100	0.5	60	
	Title	Forensic Accounting				
	Result	Written Examination 1 - Closed Book	100	0.5	27	
	Grade					
Status						
Module	AF3S21	Coursework 1	100	0.5	50	
	Title	International Issues in Accounting and Audit				
	Result	Coursework 2	100	0.5	55	
	Grade					
Status						
Module	IS2S24	Coursework 1	100	0.2	64	
	Title	Computer Forensics Evidentiary Practice				
	Result	Coursework 2	100	0.4	65	
	Grade	Coursework 3	100	0.4	70	
Status						



Kensington College of Business



WESLEY HOUSE, 4 WILD COURT,
LONDON WC2B 4AU



This is to certify that

SITI HAFIZAHAYATUL FAIZAH BTE ABDUL RAHIM

HAS COMPLETED A COURSE IN

B A COMMON YEAR 1

AND HAS PASSED SATISFACTORILY

IN THE FOLLOWING SUBJECTS

Business Accounting
Business Skills
Information Technology 1
Marketing
Quantitative Methods
Business Economics
Business Law
Organisation & Management
Management Accounting
Information Technology 2

PRINCIPAL

June 2008

DATE



EXAMINATION REPORT

STUDENT NAME: Siti Hafizahayatul Faizah Abd Rahim

STUDENT NUMBER: LCB/0229

COURSE: B A Common Year 1

ACADEMIC TERM: February 2008 – June 2008

Examination Results

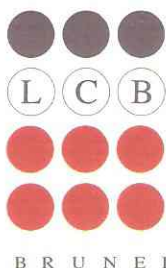
MODULES	GRADE
Quantitative Methods	C
Business Accounting	C
Marketing	C
Business Skills	A
Information Technology	C

ABBREVIATIONS:

- A – Distinction (75-100%)
- B – Credit (65-74%)
- C – Pass (40-64%)
- D – Marginal Fail (25-39%)
- E – Fail (0-24%)
- PC – Passed by Compensation
- N/A – Not Attended

Signed


S. Sivaraman
Chief Operating Officer



كوليج قريناكائن لقسمان

LAKSAMANA COLLEGE OF BUSINESS

(PARTNERSHIP OF ABDUL RAZAK HOLDINGS & KENSINGTON COLLEGE OF BUSINESS, LONDON)

EXAMINATION REPORT

STUDENT NAME: Siti Hafizahayatul Faizah Abd Rahim

STUDENT NUMBER: LCB/0229

COURSE: B A Common Year 1

ACADEMIC TERM: September 2007 – January 2008

Examination Results

MODULES	GRADE
Business Economics	C
Business Law	C
Organisation & Management	C
Management Accounting	D
Information Technology	C

ABBREVIATIONS:

- A – Distinction (75-100%)
- B – Credit (65-74%)
- C – Pass (40-64%)
- D – Marginal Fail (25-39%)
- E – Fail (0-24%)
- PC – Passed by Compensation
- N/A – Not Attended

Signed

S. Sivaraman
Chief Operating Officer

EXAMINATION REPORT

STUDENT NAME: Siti Hafizahayatul Faizah Abd Rahim

STUDENT NUMBER: LCB/0229

COURSE: B A COMMON YR 1

EXAMINATION: July 2008 Resit Paper

Examination Results

MODULES	GRADE
Management Accounting	C

ABBREVIATIONS:

- A – Distinction (75-100%)
- B – Credit (65-74%)
- C – Pass (40-64%)
- D – Marginal Fail (25-39%)
- E – Fail (0-24%)
- PC – Passed by Compensation
- N/A – Not Attended

Signed

S. Sivarajah
Chief Operating Officer





Kensington College of Business



WESLEY HOUSE, 4 WILD COURT,
LONDON WC2B 4AU



This is to certify that

SITI HAFIZAHAYATUL FAIZAH ABDUL RAHIM

HAS COMPLETED A COURSE IN

UNIVERSITY FOUNDATION COURSE

AND HAS PASSED SATISFACTORILY

IN THE FOLLOWING SUBJECTS

Communication & Study Skills
Quantitative Methods
Information Technology
Introduction to Economics
Introduction to Accounting
Introduction to Business Organisation
Introduction to Law

PRINCIPAL

June 2007
DATE





B R U N E I

كوليج قريناكائن لقسمان

LAKSAMANA COLLEGE OF BUSINESS

(PARTNERSHIP OF ABDUL RAZAK HOLDINGS & KENSINGTON COLLEGE OF BUSINESS, LONDON)

EXAMINATION REPORT

STUDENT NAME: Siti Hafizahayatul Faizah Abd Rahim

STUDENT NUMBER: LCB/0229

COURSE: UNIVERSITY FOUNDATION COURSE

ACADEMIC TERM: February 2007 – June 2007

Examination Results

MODULES	GRADE
Quantitative Methods	A
Communication & Study Skills	A
Introduction to IT	A

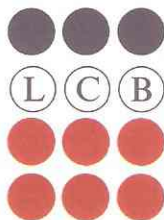
ABBREVIATIONS:

- A – Distinction (75-100%)
- B – Credit (65-74%)
- C – Pass (40-64%)
- D – Marginal Fail (25-39%)
- E – Fail (0-24%)
- PC – Passed by Compensation
- N/A – Not Attended

Signed


S. Sivarajah
Administration Manager





B R U N E I

كوليج قريناكائن لقسمان

LAKSAMANA COLLEGE OF BUSINESS

(PARTNERSHIP OF ABDUL RAZAK HOLDINGS & KENSINGTON COLLEGE OF BUSINESS, LONDON)

EXAMINATION REPORT

STUDENT NAME: Siti Hafizahayatul Faizah Abd Rahim

STUDENT NUMBER: LCB/0229

COURSE: UNIVERSITY FOUNDATION COURSE

ACADEMIC TERM: October 2006 – January 2007

Examination Results

MODULES	GRADE
Introduction to Business Organisation	D
Introduction to Economics	D
Introduction to Law	C
Introduction to Accounting	C

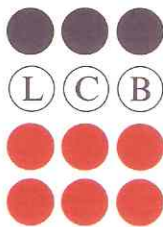
ABBREVIATIONS:

- A – Distinction (75-100%)
- B – Credit (65-74%)
- C – Pass (40-64%)
- D – Marginal Fail (25-39%)
- E – Fail (0-24%)
- PC – Passed by Compensation
- N/A – Not Attended

Signed


S. Sivaraiah
Administration Manager





B R U N E I

كوليج قريناكائن لقسمان

LAKSAMANA COLLEGE OF BUSINESS

(PARTNERSHIP OF ABDUL RAZAK HOLDINGS & KENSINGTON COLLEGE OF BUSINESS, LONDON)

EXAMINATION REPORT

STUDENT NAME: Siti Hafizahayatul Faizah Abd Rahim

STUDENT NUMBER: LCB/0229

COURSE: UNIVERSITY FOUNDATION COURSE

ACADEMIC TERM: August Resit

Examination Results

MODULES	GRADE
Introduction to Economics	C
Introduction to Business Organisation	C

ABBREVIATIONS:

- A – Distinction (75-100%)
- B – Credit (65-74%)
- C – Pass (40-64%)
- D – Marginal Fail (25-39%)
- E – Fail (0-24%)
- PC – Passed by Compensation
- N/A – Not Attended

Signed

S. Sivarajah
Administration Manager