

Afiqah Halimi

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Bera, Pahang

Summary

I have a bachelors degree in accounting but I really interested and want to gain more experience as a translator. I have 8 years working experience with variety types of field. I am an organized, efficient and hard working person, and am willing to discover and accept new ideas which can be put into practice effectively. I am a fast learner, able to communicate well with a group and on an individual level.

Experience

Teacher

Principal • Bera, Pahang

01/2022 - 07/2023

- Communicate with students by using many techniques to ensure students received the knowledge well.
- Monitor student performance to ensure they are not left behind. Prepare any back up plan in case student are left behind.
- Give motivation to students to support students being active, competitive and motivated.

Administrative Clerk

District Health Officer • Bera, Pahang

10/2014 - 12/2021

- Recorded letters and documents received and post out to ensure the letter received by the correct person.
 - Recorded all stocks in office to ensure no shortage or fraud
 - Communicate with client through phone call received and handle any complaint.
 - Recorded the data from the fingerprint scanner about the attendance of the staff.
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Skills

Communication skills, Problem Resolution, Translation, Time management, Computer skills, Emotional intelligence

Education

Accounting

University Technology of MARA • Shah Alam, Selangor

07/2019

Bachelor Degree in Accounting

Accounting

University Technology of MARA • Machang, Kelantan

05/2014

Diploma in Accounting