**ZAMIR SHAIFUL**

Saujana Villa, 43000 Kajang, Selangor, Malaysia

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*An accounting major student with well-developed organizational skills with various leadership experiences. Willing to learn and work in any environment to perform and provide for the company.*

# Professional Experience

## Loob holding, Malaysia- part-time

## Barista, February 2020 – Present

## Efficiently and courteously respond to orders, concerns, and complaints from customers.

## Prepare and serve drinks that meet quality standards.

* Preparing end-of-day sales report as well as cash declaration report daily.

## Accurately handling cash and credit card payments, following appropriate cash-handling procedures.

## Shamass niaga sdn. Bhd., Malaysia - part-time

Administration clerk, December 2017 - February 2018

* Compiling and maintaining records of office business transactions.
* Operating office equipment including printers, copiers and multimedia instruments.
* Helped in accumulating the company’s tax deductible from recorded business transactions.

# Education

## Victoria University of Wellington, New Zealand

*Bachelor of Commerce, 2020 - present*

* *Majoring in Accounting and minor in Commercial Law.*

**Kolej Yayasan Saad Business School, Melaka, Malaysia**

*Foundation in Commerce, 2018 - 2020*

* The International English Language Testing System (IELTS) - 7.0 overall.

**Malay College Kuala Kangsar, Perak, Malaysia**

*2013 - 2017*

* Sijil Pelajaran Malaysia (SPM) - 1A+, 5A, 3A-
* President of Malay College Students’ Union.
* Captain of the senior rugby team

# Additional Skills

* Experienced in Microsoft Office, with a focus on Excel
* Bilingual in Malay and English.
* Web and tech savvy.