

**Auddra Adoree Clarence**

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**CAREER SUMMARY**

Finance and accounting degree holder with 11 years of total experience accounting field and 10 years of experience as a freelance translator. Main skills developed are accounting and finance reporting function. Proven ability to manage and deliver full set of accounts with improvements within tight deadlines, prepare and produce ad hoc reports. Bring to the team high motivation and energy levels with a solution focused approach.

**TRANSLATION EXPERIENCE**

**Translator Sept 2019 - Current**

SDI Media

Freelance translator working with subtitling projects (English to Malay) using Global Titling System software that were initially translated using MT.

**Transcriber**  **Sept 2019 – July 2019**

Appen

Extract audio which is basically audio of video taken from social media and put into typed form in a software named Ampersand.

**Translator / Transcriber 2011 – Feb 2012**

IYUNO Media Group

Create localized Malay subtitles for video contents in Malay using MediaTrans.

**ACCOUNTING EXPERIENCE**

**Account Officer July 2015 – August 2019**

Acacia Forest Industries Sdn Bhd

Industry Agricultural / Plantation / Poultry / Fisheries

Specialization Finance - General/Cost Accounting

Role Financial Accounting & Reporting

Position Level Senior Executive

Monthly Salary MYR 4,170

* Created financial reports and balance sheet report which is linked to its individual item
* Make sure purchases and any other transactions are being properly keyed-in the system

by checking and verifying to minimize error before the end of the month

* Fixed and maintain asset management system and making sure assets can be verified

whenever needed by management or auditors

* Always ready for any other reports that is required by higher management
* One of the key players in making sure yearly audit is being done smoothly and audit

report can be generated on time.

**Accounts Executive March 2012 – June 2015**

Kinshold Sdn Bhd

Industry Heavy Industrial / Machinery / Equipment

Specialization Finance - General/Cost Accounting

Role Basic Accounting/Bookkeeping/Accounts Executive

Position Level Senior Executive

Monthly Salary MYR 2,650

* Key person to handle daily accounting transactions such as purchase, comparison for purchase orders and vouchers.
* Process and record invoices and payments
* Prepares weekly report which consists of creditor's list, weekly sales and budget cash flow

**EDUCATION, TECHNICAL AND OTHER PROFICIENCIES**

**Education**

Bachelor’s Degree in Finance and Accounting

Multimedia University

Technical Skills

MS Office Products, PowerPoint, Excel, Word

Accounting Software – Autocount, UBS, SAGE

Translation Software – MediaTrans, Global Titling Sytem

**REFEREES**

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Financial Controller

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