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| |  | | --- | | D:\yaupanda\Yaula File's\FOTO.jpg | | **Yaula Putriani** **Head of Administrasi (1 year 7 month) PT. Aerofood Indonesia** | |
|  |  |
| (+62) 87718900047 | yaulayaula\_putriani@yahoo.com | IDR 5,000,000 | Jakarta Pusat, Jakarta Raya | |

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| **Experience** |  |  |
| 6 years of total experience | | |
| Jan 2015 - Present (1 year 7 months) | **Head of Administrasi** PT. Aerofood Indonesia | Jakarta Raya, Indonesia | |
|  | Industry | Food & Beverage / Catering / Restaurant |
|  | Specialization | Clerical/Administrative Support |
|  | Role | Management |
|  | Position Level | Supervisor / Coordinator |
|  | Monthly Salary | IDR 4,700,000 |
|  | Menangani : 1. Administrasi Purchase dan Sales ( PO, Tagihan, Invoice, Giro dll ) 2. Administrasi Kepegawaian ( Rekap Absensi, Memo in & out, Data Kepegawaian, Inventory Stationarry dan ATK ) 3. Laporan Pettycash (Cash Flow Perusahaan) 4. Laporan Cost Contol (Inventory dan Stock Opname) 5. Laporan Keuangan P&L (Profit and Loss)   Bertanggung jawab atas : 1. Membuat estiimasi control Purchase Order 2. Membuat dan mengirim Puchase Order ( PO ) 3. Membuat Rekap Sales Harian  4. Membuat Tagihan Penjualan (sales) 5. Membuat Invoice Penjualan (sales) 6. Membuat Rekap Absensi Karyawan 7. Membuat Memo In dan Out Karyawan 8. Updating data Karyawan 9. Membuat Laporan Pettycash 10. Membuat Laporan Keuangan P&L dan Inventory Control | |
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| Jan 2013 - Jan 2015 (2 years 1 month) | **Cost Controller** PT Aerofood Indonesia | Jakarta Raya, Indonesia | |
|  | Industry | Food & Beverage / Catering / Restaurant |
|  | Specialization | Finance - General/Cost Accounting |
|  | Role | Management/Cost Accounting/Business Analyst |
|  | Position Level | Supervisor / Coordinator |
|  | Monthly Salary | IDR 4,000,000 |
|  | - Laporan Invoicing tagihan penjualan - Laporan Pettycash - Laporan Inventory - Laporan Keuangan P&L (Profit-Loss) - Pembuatan Purchase Order (PO) - Pembuatan Memo Masuk - Keluar pegawai - Pembuatan Rekap Absensi Karyawan | |
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| Nov 2011 - Jan 2013 (1 year 3 months) | **Administrasi Sales Control** PT AEROFOOD INDONESIA INDUSTRIAL CATERING | Jakarta Raya, Indonesia | |
|  | Industry | Food & Beverage / Catering / Restaurant |
|  | Specialization | Finance - General/Cost Accounting |
|  | Role | Financial Accounting & Reporting |
|  | Position Level | Staff (non-management & non-supervisor) |
|  | Monthly Salary | IDR 3,000,000 |
|  | 1. Membuat Purchase Order 2. Membuat Faktur Penjualan 3. Membuat memo masuk dan memo keluar, berita acara dll 4. Merekap Absensi Karyawan 5. Merekap Penggajian Karyawan 6. Membuat Laporan Pettycash perusahaan 7. Membuat Laporan Cash Flow Perusahaan (pengeluaran dan pendapatan perusahaan) | |
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| Aug 2010 - Aug 2011 (1 year 1 month) | **Administration** PT. TTTC | Jakarta Raya, Indonesia | |
|  | Industry | Electrical & Electronics |
|  | Specialization | Clerical/Administrative Support |
|  | Role | Contracts Administration |
|  | Position Level | Fresh Grad / Less than 1 year experience |
|  | Monthly Salary | IDR 1,500,000 |
|  | Menangani : 1. Kearsipan ( Nota, Faktur, PO, Memo, Bilyet Giro dan surat menyurat ) 2. Kepegawaian ( Absensi dan Penggajian karyawan ) 3. Laporan Pettycash ( Cash Flow Perusahaan )  Bertanggung jawab atas : 1. Membuat Purchase Order 2. Membuat Faktur Penjualan 3. Membuat memo masuk dan memo keluar, berita acara dll 4. Merekap Absensi Karyawan 5. Merekap Penggajian Karyawan 6. Membuat Laporan Pettycash perusahaan 7. Membuat Laporan Cash Flow Perusahaan (pengeluaran dan pendapatan perusahaan) | |
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| **Education** | | |
| 2015 | **UNIVERSITAS PERSADA INDONESIA YAI** Associate Degree in Economics | Indonesia | |
|  | Major | AKUNTANSI |
|  | Grade | On-going |
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| **Skills** | | |
| Advanced | F&B Operations | |
| Intermediate | Multi-tasking Skills | |
|  |  |  |
| **Languages** | | |
| *Proficiency level: 0 - Poor, 10 - Excellent* | | |
| Language | Spoken Written | |
| English (Primary) | 7 7 | |
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| **Additional Info** | | |
| Expected Salary | IDR 5,000,000 | |
| Preferred Work Location | Jakarta Raya | |
| Other Information |  |  |
| 2008 : Dinas Pendidikan DKI Jakarta  Peserta Pembinaan Kader Kesehatan Remaja  2008 : PMI  Peserta Lomba Uji Keterampilan PMR tingkat Jakarta Pusat  2009 : Sanggar 02 SMA Jakarta Pusat  Peserta Lomba Olimpiade Sains Nasional tingkat Sanggar Jakpus  2010 : LP3I  Peserta Outbond Training on Leadership and Communication  2010 : PT. Traffic Trade Center  Peserta Job Matching 2010 di Kota Bekasi | | |
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| **About Me** | | |
| Age | 24 years | |
| Telephone Number | (+62) 62-8998947000 | |
| Address | Jl. Mangga Besar XIII No 24 RT 013/01, 10730, Jakarta Pusat, Jakarta Raya, Indonesia | |
| Nationality | Indonesia | |
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