**CURICULUM VITAE**

Name : Lintang Anindia Zikrillah

Date of Birth : Depok, March 14, 1987

Address : Ds. Sanja RT.001 RW.005 No. 240 Kel. Sanja, Kec. Citeureup

Phone : 0856-1894909

Sex : Male

Nationality : Indonesia

Marital Status : Married

Religion : Moslem

Email : Lintang.anindia@yahoo.com

**Educational Background**

1. Formal Education :

* SD N Tonjong 1 (1993-1999)
* SMP Negeri 1 Depok (1999-2002)
* SMA Negeri 3 Depok (2002-2005)
* Diploma at University of Indonesia Majoring Taxation (2005-2009)

GPA 2.96

* Bachelor Degree at University of Indonesia Majoring (2009-2011)

Fiscal Administration GPA 3.05

1. Informal Education :

* LBPP LIA Depok (Post Higher Advance III)
* Zahir Accounting
* Tax Talk (Seminar)
* Tax Planning (Seminar)

**Qualification**

* Able to operate Microsoft Office (Word, Excel, Power Point)
* Tax Ability
* Payroll Ability
* Able to speak English both oral and written

**Working Experience**

1. **PT. Nawakara Persada Nusantara** (Feb 2009 – June 2011)

Position Title (Level) : Human Resources Information System (HRIS)

Specialization : Network/System/Database Admin

Industry : Security Services

Work Description

Responsibility :

* Employee data updating
* Data filling
* Payroll
* Salary payment and transfer
* Employee database administrator

Experiences :

* Understand the work related to HRD administration, in particular related to the database system staff.
* Know the process of calculating, payment, and salary distribution

1. **PT. Fajar Mitra Indah** (January 2012 - Now)

Position Title (Level) : HR Operational

Specialization : Database, Payroll, Government Relation, Bennefit)

Industry : Retail

Work Description

Responsibility :

* Collect and keep Employee data update
* Proceed employee payroll, overtime, and other incentive based on policy
* Reporting operational activity
* Create Jamsostek report and tax
* Liase with Government partly for “Wajib Lapor” and update government policy.
* Give notification for employee probation periode, employee status, and performance evaluation.
* Reference Letter for all employee.