**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Address | Jalan Tebet Timur IV C No. 10, Rt.006/Rw.008 Kel.Tebet Timur. Kec.Tebet |
| Place/ Date of Birth | Jakarta, 17 August 1991 |
| Religion | Moslem |
| Nationality | Indonesia |
| Marital Status | Single |

**EDUCATIONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Academy | Akademi Pimpinan Perusahaan, Jakarta | 2009 – 2012 | Finance Management/ GPA: 2.91 scale of 4.00 |
| University | Mercu Buana University | 2014 - Now | Management |

**TRAINING**

|  |  |
| --- | --- |
| 2006 | Computer and Informatics Education |
| 2009 | Balai Pelatihan Praktek Kejuruan Accounting (BPPKA) |
| 2009 | Achievement Motivating Training (AMT) |
| 2012 | Competency Economies through Formation of Enterprises (CEFE) |
| 2013 | Beginner class Korean Language at Korean Culture Center |

**SKILL**

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| --- |
| Able to operate Ms. Office; Ms Word, Ms Excel, Ms Powerpoint |
| Able to using e-mail and internet |
| Able to operate CareTech (Sales & finance System eg; Cheque&Collection) |

**Interenship Experience**

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| --- | --- |
| Strategic Business Unit Garuda Sentra Medika - PT. Garuda Indonesia (Tbk) - Jun’12 – Jul’12 | Account StaffJob Description:* Verification transaction purchasing medicine Supply
* Input data recapitulation verification Purchasing medicine Supply
* Calculate difference between good arrived and good not arrive yet
* Creating report forecast period Jan – Jun ‘12
* Input data report unpaid insurance bills
* Stock opname medice supply
* Recording receipt data into merchant book
* Input merchant data to SAP system
 |

**Work Experience**

|  |  |
| --- | --- |
| PT. Novem Coal Mining Sept ’12 – Aug’ 13 | Finance StaffJob Description:* Creating Invoice Sales Coal
* Manage of all financial transactions in the Bank
* Manage of all payment Purchase Coal
* Creating Tax Report of 21, 23 and 25, SPT and SSP,
* Creating a Shipping Instruction for Ship Coal Loading
* Creating daily report of petty cash in and out
* Report Sales and Purchase coal every month
* Report Financial Statement every month
 |
| PT. ReebonzNov ’13 – Now | Senior Account ExecutiveJob Description:* Doing input & controls all transactions
* Handling Account payable / Receivable
* Handling invoice
* Dealing with internal and external parties related to the company financial activities
* Report finance activities of company
* Handling stock in stock out in inventory
* Responsible to make a purchase order
* Responsible in cash on hand
* Responsible Tax WHT 23 and 4 (2)
* Handling report Sales according with bank statement
 |

**Other Work Experience**

|  |  |
| --- | --- |
| November ‘11201220122012 | Volunteer Sea Games 26th Volunteer HelloFestival 8 (VO. Backstage)Volunteer Internasional Indonesia Hot Air Balloon FestivalVolunteer 33rd Jakarta Highland Gathering  |

Similarly, the resume I created with truth and truth can be accounted for.

Sincerely yours,

 Amelia Agustina