#### _Pic1CURICULUM VITAE

**Personal Data: Name : Kartika Sopaheluwakan** Date of Birth : July 04, 1984

 Sex : Female

 Status : Married

 Religion : Christian

**Educational Background:** Bachelor of Economic

Faculty of Economic majoring Accounting

 Duta Wacana University Jogjakarta

 Graduated on November 2006 with GPA 3.45

**Work Experience: 1. Administration Head**

PT. Kreasi Auto Kencana

 July 2009 - Now

 Duties and responsible for:

* Plan Annual Financial Budget.
* Control Account Payable and Account Receivable.
* Control petty cash and Bank.
* Control daily transaction report (Parts, Service & Vehicle)
* Prepare tax report monthly & yearly : PPN, PPh 21 & PPh 23, PPh Psl 4 Ayat 2.
* Control inventory
* Control job sales administration
* Control Tax Registration (STNK dan BPKB)

**2. Sales Administration**

PT. Trakindo Utama Sorong - Papua

 Augustus 2007 – June 2009

Duties and responsible for:

* Input daily report salesman on SAP
* Prepare monthly report performance salesman
* Make request unit to Head Office
* Make Purchase Order & BAST (Berita Acara Serat Terima).
* Prepare monthly presentation to Sales Supervisor
* Follow up customer by phone (telemarketer)

**3. Accounting Staff**

PT. Bintang Enam Sorong - Papua

 April 2007 – August 2007

Duties and responsible for:

* Report Account Payable and Account Receivable weekly
* Report petty cash
* Report daily transaction report
* Prepare Financial Statement – Journal Transaction

**4. Accounting Staff**

Sign Computer Store

 September 2005 – February 2006

Duties and responsible for:

* Report Account Payable and Account Receivable weekly
* Report petty cash
* Report daily transaction report
* Prepare Financial Statement – Journal Transaction

**Skills & Qualification:** - Skills related accounting and tax.

* Familiar with SAP
* Familiar with accounting software.
* Familiar with taxation software (e-SPT PPN, PPh 21, PPh 23, PPh psl 4 ayat 2).
* Capable of using Microsoft tools: Word, Excel, PowerPoint, Outlook.
* Can work in group and individual, hard work, self motivated and independently.

**Reference:** Mr. HendraTan

Branch Manager PT. Kreasi Auto Kencana

Email: hendrathenmoris@yahoo.com

Mr. Supri Andoko

SalesSupervisor PT. Trakindo Utama

 Email: sandoko@yahoo.com

**Expected Salary:** IDR 7, 00,000.- (Seven million rupiah)