###### **Curriculum Vitae**



|  |  |
| --- | --- |
|  | **Herbert Alfriando Parapat****Jl. Mangga No.11 Utan Kayu Pramuka****Matraman Jakarta Timur** **HP : +62 8522 015 8538/ +62 8528 507 7799** herbert.alfriando.parapat@gmail.com |

|  |  |
| --- | --- |
| **objectives****education****training, seminar,Course****organization experience****INternship EXPERIENCE****WORK** **EXPERIENCE****HOBBIES & INTERESTS****Languages****Other skills** | * Acquiring position that is suitable and relevant with my skills and ability on accounting or taxation. Ultimately being able to improve knowledge on the fields mentioned above through the process of “Learning by Doing”
* Year 2013

Bachelor Degree of Accounting in ABFII Perbanas Jakarta* Year 2007

Diploma Degree (D-III) of Tax in Padjadjaran University, Bandung* Year 2003

Senior High School I Jebus Bangka* Year 2000

Junior High School I Jebus Bangka* “Sosialisasi Faktur Pajak Berbentuk elektronik (e-Faktur) PER-16/PJ/2014” by Directorate General of Taxes at Central Jakarta Medium Tax Office (KPP Madya Jakarta Pusat - 2015)
* Training “CORPORATE CORE COMPETENCIES” by team Trainer PT. Parastar Group (2014)
* “Sosialisasi Faktur Pajak PER-24/PJ/2012” by Directorate General of Taxes at Central Jakarta Medium Tax Office (KPP Madya Jakarta Pusat - 2014)
* Stadium Generale “Realitas dan Prospek Dunia Kerja” by Program Diploma III Fakultas Ekonomi PAAP Padjadjaran University of Bandung (2007)
* Organization and Leadership Basic Training by GMKI Branch Bandung (2005)
* English, Elementary Program by Adventist English Conversation School, Bandung (2005)
* Corporate Social Responbility Implementation by Banks to Minimize Jam Credit by Study House and Law Analysis GMKI Branch Bandung (2005)
* Job Education Fair 2005 – Training Entrepreneurship by BEM KEMA Unpad (2005)
* Year 2006 – 2007

Head of Komisariat UNPAD GMKI Branch Bandung * Year 2006

Coordinator of Logistic Division Organization and Leadership Basic Training GMKI Branch Bandung * Year 2005

Member of Indonesia Christian Student Movement Branch Bandung (GMKI)* Year 2005

 Member of Logistic Division Dies Natalis GMKI Branch Bandung* Year 2004

Member of “HIMAPA” (Himpunan Mahasiswa Perpajakan) Padjdajaran University * Year 2004
* Member of “PMK” (Persekutuan Mahasiswa Kristen) Faculty of Economy Padjadjaran University
* August - September 2007

Internship at “KPP” (Kantor Pelayanan Pajak) Asia-Afrika West Java, Bandung* August 2012 until present

PT. Parastar Echorindo (authorized distribution NOKIA, The Retail Shop) Tax Supervisor at Head Office, North Jakarta  Job description :* Preparing the monthly calculation and reporting for VAT, Article 23, Article 25 and Article 4(2)
* Tax reporting with ESPT-PPh, ESPT-PPN 1111 and e-Faktur (e-Nofa)
* Knowledge of Taxation E-Filing Program
* Maintaining and documenting all tax documents and its supporting documents
* Supporting the tax team in any tax dispute issue with Tax Authority
* Familiar to operate Micr. Office such as Micr Excell, word and Power Point.
* Mei 2012 – July 2012

PT. Oscar Mas at West JakartaTax Coordinator at Headquaters, West JakartaJob description :* Preparing the monthly calculation and reporting for VAT, Article 21, Article 23, Article 25 and Article 4(2)
* Tax reporting with ESPT-PPh and ESPT-PPN 1111
* Maintaining and documenting all tax documents and its supporting documents
* November 2008 – April 2012

PT. Indomarco Prismatama at North JakartaTax Officer branch of Jakarta, North JakartaJob description :* Preparing the monthly calculation and reporting for VAT
* Tax reporting with ESPT-PPN 1111
* Maintaining and documenting all tax documents and its supporting documents
* Supporting the tax team in any tax dispute issue with Tax Authority
* Knowledge of Taxation E-Filing Program
* Calculating Annual Tax Return from all franchisee
* Familiar to operate Micr. Office such as Micr Excell, word and Power Point.
* Music
* Computer Intelligence
* Writing
* Arts
* Sports
* Travelling
* English
* Indonesian
* Computer Operation (Windows XP, Oracle System)
* Microsoft Office 2007 (Word, Excel, Power Point, Accsess)
* Internet Browser (Internet Explorer, Mozilla Firefox, Opera)
 |
|  |  |

I declare that all the information is true and complete in all aspects. I understand that any misrepresentation or omission of information may be considered sufficient for withdrawal of an offer or subsequent dismissal from employment.

**Jakarta, 2016**

 **Sincerely Yours,**

 **Herbert Alfriando Parapat**