

Tangerang, 10 Desember 2021

Perihal : Lamaran Pekerjaan

Lampiran :

Kepada Yth. Ibu Nathalia

Jl. Panjang No. 41

Jakarta Barat 11520

Indonesia

Dengan hormat,

Dengan ini saya bermaksud mengajukan lamaran pekerjaan sebagai Accounting Assistance SPV.

Berikut ini data diri saya :

Nama : Bayu Dwi Laksana Putra
Tempat, Tanggal Lahir : Tangerang, 29 Maret 1994
Jenis Kelamin : Laki – Laki
Pendidikan Terakhir : S1 Akuntansi
Alamat : Jl. Karyawan III Gg.Nusa Indah II No.32, Karang Tengah, Tangerang
Nomor Hp. : 0822-9969-6510

Saya lulusan Sarjana (S1) dari Universitas Mercu Buana Jakarta pada jurusan Akuntansi dengan nilai IPK 3,65. Saat ini saya sudah terbiasa bekerja secara mandiri ataupun tim, mengutamakan kejujuran dalam bekerja, disiplin, serta memiliki motivasi dan dedikasi yang tinggi.

Sebagai bahan pertimbangan Bapak/Ibu saya juga melampirkan :

1. Daftar Riwayat Hidup (CV)
2. Fotocopy Ijazah Terakhir
3. Fotocopy Transkrip Nilai
4. Fotocopy KTP

Demikian surat lamaran kerja ini saya sampaikan, saya sangat berharap dapat bergabung PT. Jaya Kreasi Indonesia. Atas perhatian serta kesempatan yang Bapak/Ibu berikan saya ucapkan terima kasih.

Hormat Saya,



Bayu Dwi Laksana Putra



BAYU DWI LAKSANA PUTRA

PROFILE

Hallo my name is Bayu Dwi Laksana Putra, my friends call me Bayu. I am a Muslim and I was born in Tangerang, 29 March 1994. My hobby is Futsal and Listen Music. I'm innovative, disciplined, honest, diligent and have intergrity

CONTACT

- Phone
0822-9969-6510
- Email
bayudwii29@gmail.com
- Address
Jl. Karyawan 3 Gg.Nusa Indah 2 No.32
RT03/RW15 Ciledug, Tangerang
Kode Pos 15157

SOCIAL MEDIA

- Linkedin
linkedin.com/in/bayudwilaksanaputra
- Instagram
instagram.com/bayudlp

OTHER SKILLS and CHARACTER

jurnal.id	
accounting.sleekr.co	
Ms. Off. Word	
Ms. Off. Excel	
English	
Team Work	
On Time	
Detail	
Analyzer	
Organizing Committee	

Curriculum Vitae

"If you want to make the world a better place, take a look at yourself and make a change"

EDUCATION

- 2014 - 2018 ● Bachelor Degree of Economic and business
Mercu Buana University
Major, Accounting
- 2009 - 2012 ● Senior High School
SMA Budi Luhur, Tangerang
- 2006 - 2009 ● Junior High School
SMP Budi Luhur, Tangerang
- 2000 - 2006 ● Elementary School
SD Budi Luhur, Tangerang

ORGANIZATION EXPERIENCE

- 2016 - 2017 ● Mercu Buana University
BEM Faculty Economy and Business
(Leader Education & Culture Departement)
- 2016 ● Mercu Buana University
KPU Faculty Economy and Business
(Leader Operation Departement)
- 2010 - 2011 ● Senior High School
OSIS in SMA Budi Luhur, Tangerang
(Leader Culture Departement)

WORKING EXPERIENCE

- 2017 - 2018 ● PT. Mercantile Deodate (Giggle Box Resto)
Dec - Feb
Reconcile Cash And Bank (Internship)

Work Description :

1. Record the payment sales
2. Reconcile bank statement
3. Reconcile payment sales outlet
4. Record the fixed asset and depreciation

- 2018 - Current ● PT. Mid Duta International
Aug - Current
Finance Staff

Work Description :

1. Monthly Report Reconcile Bank Statement
2. Check all transactions to process the payment Supplier, cash Advance and employee reimbursement
3. Daily Reconciling Bank deposits and Payments.
4. Control Billing Progress and A / R, and Verify Payment Request and Proof of debt recognition.
5. Preparing and Communicating Daily Banking Activity Reports
6. Stock Opname
7. Filing Document



UNIVERSITAS
MERCU BUANA

Memberi Ijazah kepada
Awards this Diploma to : BAYU DWI LAKSANA PUTRA

Tempat dan Tanggal Lahir
Place and Date of Birth : Tangerang, 29 Maret 1994
Tangerang, March 29th, 1994

Nomor Induk Mahasiswa
Student Identification Number : 43214010276

Program Pendidikan
Educational Program : Sarjana
Bachelor's Degree

Fakultas
Faculty : Ekonomi dan Bisnis
Economics and Business

Program Studi
Department : Akuntansi
Accounting

Nomor Izin Pendirian Perguruan Tinggi
Higher Education Establishment permit Number : 0507/0/1986 Tanggal : 28 Juli 1986
Date : July 28th, 1986

Status Akreditasi
Accreditation status : Institusi : Terakreditasi A (Baik Sekali)
Institution : Accredited A (Excellent)

Program Studi : Terakreditasi A (Baik Sekali)
Department : Accredited A (Excellent)

Ijazah ini diserahkan berdasarkan Surat Keputusan Rektor Universitas Mercu Buana Nomor 01/207/B-Skep/IV/2018, tertanggal : 20 April 2018

This Diploma is awarded in accordance with the Rector of the University of Mercu Buana Decree, Number 01/207/B-Skep/IV/2018, dated: April 20th, 2018

setelah yang bersangkutan memenuhi semua persyaratan yang ditentukan kepadanya dilimpahkan segala wewenang dan hak yang
after this person met all the compulsory requirements, this person is delegated all authority and rights associated with

berhubungan dengan ijazah yang dimilikinya, serta berhak memakai gelar akademik, Sarjana Ekonomi (SE)
diploma granted, and the right to use the academic degree as Bachelor of Economic

Rektor
Rector

Dr. Ir. Arisetyanto Nugroho, MM., IPU.



Jakarta, 20 April 2018

Jakarta, April 20th, 2018

Dekan
Dean

Dr. M. M. H. Vinsah, Ak., M.Si, CA



RECORD OF ACADEMIC ACHIEVEMENT (TRANSCRIPT)

Student Name : **BAYU DWI LAKSANA PUTRA**
Place and Date of Birth : Tangerang, March 29th, 1994
Student Identification Number : **43214010276**
Educational : Bachelor's Degree
Faculty : Economics and Business
Department : Accounting

Higher Education Establishment Permit Number : **0507/0/1986**
Institution Accreditation Status : **Accredited A (Excellent)**
Department Accreditation Status : **Accredited A (Excellent)**

No	Smt	Course	sks	Course Letter	Weight	Final Grades
1.	I	Mathematics for Business	3	B+	3.50	10.50
2.	I	Introduction to Business	3	A	4.00	12.00
3.	I	Economics	3	A	4.00	12.00
4.	I	Accounting Principle I	3	A	4.00	12.00
5.	I	Computer Application	3	B	3.00	9.00
6.	I	Islamic Religion	2	B+	3.50	7.00
7.	I	English I	3	B	3.00	9.00
8.	II	Statistics for Business	3	B	3.00	9.00
9.	II	Financial Management	3	A	4.00	12.00
10.	II	Cost Accounting	3	B	3.00	9.00
11.	II	Indonesian Economy	3	B+	3.50	10.50
12.	II	Introductions to Accounting II	3	A	4.00	12.00
13.	II	Ethics UMB	2	B+	3.50	7.00
14.	II	English II	3	B	3.00	9.00
15.	II	Entrepreneurship I	2	B+	3.50	7.00
16.	II	Pancasila (Indonesian Ideology)	2	B+	3.50	7.00
17.	III	Financial Statement Analysis	3	A	4.00	12.00
18.	III	Managerial Accounting	3	B	3.00	9.00
19.	III	Taxation I	3	A	4.00	12.00
20.	III	Intermediate Accounting I	3	A	4.00	12.00
21.	III	Public Sector Accounting	3	B	3.00	9.00
22.	III	Civics	2	B+	3.50	7.00
23.	III	Indonesian Language	2	A	4.00	8.00
24.	III	Accounting Lab Work	3	A	4.00	12.00
25.	IV	Management Control System	3	A	4.00	12.00

No	Smt	Course	sks	Course Letter	Weight	Final Grades
26.	IV	Budgeting & Laboratory	3	A	4.00	12.00
27.	IV	Intermediate Accounting II	3	B+	3.50	10.50
28.	IV	Accounting Information System (Lab Work)	3	A	4.00	12.00
29.	IV	Taxation II	3	A	4.00	12.00
30.	IV	Business Ethic and Profession	2	A	4.00	8.00
31.	IV	Entrepreneurship II	2	B+	3.50	7.00
32.	IV	Taxation Laboratory	3	B+	3.50	10.50
33.	V	International Business	3	B+	3.50	10.50
34.	V	Cost Management	3	B+	3.50	10.50
35.	V	Management Information System	3	B+	3.50	10.50
36.	V	Sharia Banking	3	A	4.00	12.00
37.	V	Auditing I	3	A	4.00	12.00
38.	V	Taxations Management	3	C+	2.50	7.50
39.	V	Entrepreneurship III	2	B+	3.50	7.00
40.	VI	Accounting Theory	3	A	4.00	12.00
41.	VI	Internal Auditing	3	B+	3.50	10.50
42.	VI	Advanced Accounting II	3	B+	3.50	10.50
43.	VI	Advanced Accounting I	3	A	4.00	12.00
44.	VI	Methodology of Business Research	3	B+	3.50	10.50
45.	VI	Auditing II	3	A	4.00	12.00
46.	VI	Accounting for Islamic Transaction	3	A	4.00	12.00
47.	VI	Auditing Laboratory	3	B+	3.50	10.50
48.	VII	Business Communication	3	A	4.00	12.00
49.	VII	Sap Fundamental	3	B+	3.50	10.50
50.	VIII	Final Task	6	A	4.00	24.00

Total **144** **525.5**

Grade Point Average : **3.65**
Graduation Honor : **Cum Laude**

Remark :
LPM : Transfer Credit
Smt : Semester
sks : Credit of Course
Issued In : Jakarta
Date : April 20th, 2018

On behalf of the Rector
Vice Rector of Learning,
Research, Technology, and Student Affairs

Prof. Dr. Ngadino Surip, MS.



Dean of Faculty

Dr. Harnovinsah, Ak., M.Si, CA

