



PATRICIA REBECA SHARON

FINANCE / ACCOUNTING

CAREER OBJECTIVE

I am a Fresh college graduate of Economics currently looking for a job that provides an opportunity to capitalize my skills. I am willing and able to perform under pressure.

SKILLS

Active listening	● ● ● ● ●
Communication	● ● ● ● ●
Creativity	● ● ● ● ●
Management	● ● ● ● ●
Microsoft Dynamics	● ● ● ● ●
Microsoft Office	● ● ● ● ●
Problem-solving	● ● ● ● ●
Teamwork	● ● ● ● ●
Time management	● ● ● ● ●
Sales	● ● ● ● ●

CONTACT ME AT

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ORGANIZATION AND WORK EXPERIENCE

Paduan Suara Mahasiswa

Aug 2018- March 2019

Management Corner

Feb 2019-Apr 2019 | Event division

- Responsible for ensured 500 Management Corner participants attend the event according to the schedule and location.

Sulzer Indonesia

Purwakarta | May 2019-June 2019

- Finance & Accounting (Intenship):
 - post transactions to journals, ledgers and other records
 - enter and upload invoices into system
 - sort, code and match invoices

Atozpay

Jakarta | October 2020 -Desember 2020

- Sales Promotion
 - Delivering presentations and demonstrations to customers
 - Meeting daily targets and submitting sales reports.
 - Following up with customers

EDUCATION HISTORY

Taruna Mandiri

Highschool | 2013-2016

Univeristas Advent Indonesia

Economic | Aug 2016 - Jan 2020

- GPA: 3.24
- Major in Accounting (Taxation)

INTEREST

Music
Reading
Singing
Sport

LANGUAGES

Indonesia ● ● ● ● ● English ● ● ● ● ●

CERTIFICATES

Bakti Sosial Certification 2018

Management Corner Certification 2019