



# MUTIA SYAILI

## FINANCE ACCOUNTING

### PROFILE

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I am an economics graduate having two years working experience as an accounting. I am looking for opportunities to expand my expertise. I have good time management, can work in team/individual, detail oriented, eager to learn.

### CONTACT

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0896-5368-8406

### FIELDS OF INTEREST

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- Financial Accounting
- Financial Statements
- AR/AP, Petty Cash
- Tax Accounting
- Accurate

### EDUCATION

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#### Mercu Buana University

Bachelor's Degree in Economics | 2014 - 2018

- International Class, Majored in Finance
- Graduated cumlaude with a GPA of 3,84
- Presenter of International Conference on Management Economic and Business of UMB

### WORK BACKGROUND

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#### Finance Accounting

PT. SANDJA TRI GRAHA UTAMA KARYA | 2018 - JAN 2021

- Record Invoice
- Records all payment transactions
- Responsibility to make accounting report & journal
- Prepare monthly and annual accounting report (Balance Sheet, Income Statement, Cash Flow, and others)
- Estimate Weekly and monthly budget
- Record Account Payable
- Estimate petty cash budget
- Archiving incoming and outgoing transaction files

#### Finance Internship

PPTMGB "LEMIGAS" | AUGUST- SEPT 2017

- Input the Budget Implementation List (DIPA)
- Input DIPA revision
- Service Procurement Demand and Product Procurement Demand
- The cross flow document on budget affairs and Bill Testing in financial sub section a PPTMGB "LEMIGAS"