

Application Letter

Aprilia Yunita
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To:

Human Resources Dept.

PT Jaya Kreasi Indonesia

Dear Sir/Madam,

I would like to apply for Tax Assistant Supervisor position in your company and I would like to outline my skills, qualities and interest in this position.

I'm graduated from Bina Nusantara University with accounting major. When in college, I internship five months in KPP Pratama Tigaraksa and then six months in PT. Bina Usaha Mandiri Mizusawa as Accounting and finance intern. Now i work as Payroll Consultant and Accounting Officer at PT Widya Presisi Solusi.

I gain a lot of experience and knowledge from my internship before and my current work which is about taxation in the government, accounting and taxation in the company, payroll systems and communication to client.

I believe I can use my ability to help company to achieve their goals. Furthermore, I have high enthusiasm to learning something new, do my job well, well-organized, flexible and have a good passion to work in team. In addition, I would also be able to manage multiple responsibilities.

I have enclosed my CV together with additional details for your information. I feel sure that I could make a positive contribution to your company.

Thank you for your time and consideration; I look forward to hearing from you.

Sincerely,

Aprilia Yunita



Aprilia Yunita

S1 Accounting

Enthusiastic, highly-motivated graduated student in Accounting - Taxation Major from Binus University, who likes to take initiative and seek out new challenges.



aprilia.yunita@gmail.com



085920002232



Komp. Kunciran Mas Permai
Jl. Semeru 3 Blok K12 No.1
Kel. Kunciran Indah, Kec.
Pinang, Tangerang, Indonesia



10 April, 1996

SKILLS

Ms. Office



Accurate



MYOB



Andal Software



Tax Software (e-SPT & e-Faktur)



LANGUAGES

Bahasa



English



WORK EXPERIENCE

Payroll Consultant & Accounting Officer

PT Widya Presisi Solusi

11/2018 - Present

Jakarta

Achievements/Tasks

- Identifying client business needs and recommending improvement to payroll services
- Computing payments, deduction, and tax payments.
- Reporting Tax, BPJS Health, BPJS TK and other insurances every month
- Provide strategic analysis for payroll-related initiatives and projects
- Examining bank statements and reconciling them with general ledger entries
- Creating company financial reports

Internship

PT. Bina Usaha Mandiri Mizusawa

08/2017 - 01/2018

Tangerang, Banten

PT. Bina Usaha Mandiri Mizusawa as a subsidiary unit of PT. Bakrie Autoparts (BA). I had opportunity to join in accounting and procurement division

Achievements/Tasks

- Entry Journal Sales and Payment and then transfer to GL System
- Entry Tax Invoice (Faktur Pajak)
- Verify Shipping Document
- Make Purchase Order

Internship

Kantor Pelayanan Pajak (KPP) Pratama Tigaraksa

02/2017 - 06/2017

Tangerang, Banten

i had opportunity to join in Pemeriksaan and Fungsional division, what i have done in Pemeriksaan and Fungsional division as follows:

Achievements/Tasks

- Processing taxpayers' ledger
- Checking Output Tax and Input Tax data between the Taxpayer and the data on the examiner
- Prepare Kertas Kerja Pemeriksaan

ORGANIZATIONS

Palang Merah Remaja SMAN 3 Tangerang (2012 - 2014)

EDUCATION

Brevet AB

Ikatan Akuntan Indonesia

10/2018 - 02/2019

Accounting - Taxation

Bina Nusantara University

2014 - 2018

3.76

Science

SMAN 3 Tangerang

2011 - 2014