

Tangerang, Jan 07th 2021

To:
Human Resource Department
Tangerang

Dear Sir/Madam,

Based on Finance, Accounting and Tax, I consider myself to being a suitable, capable and highly motivated candidate for the vacant position with you as Staff. I seem to meet your requirements and I am able to work individual and in team.

My name is Febryana. I am twenty five years old. I have graduated from Buddhi Dharma University, majoring in accounting. I have a good personality and performance, I can work under pressure. I am hard working and reliable person. My complete personal data are hereby provided to you through my attached resume in English.

Hoping to receive your positive reaction and proposal shortly. I am looking forward to hearing from you in the near future. Thank you for your consideration and attention.

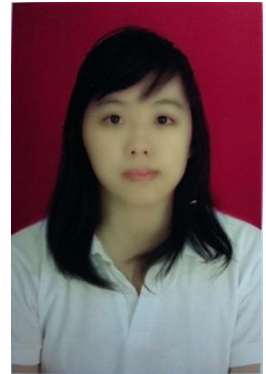
Sincerely,

Febryana

Mobile Number: 089671009791

Email : febry_shi17@rocketmail.com

FEBRYANA



Personal Details

Name : Febryana
Place and Date of Birth : Jakarta, February 16th 1995
Address : Villa Tangerang Indah Block CB 3
No. 27 – Tangerang.
Gender : Female
Nationality : Indonesian
Religion : Christian
Mobile Number : 089671009791
Email : febry_shi17@rocketmail.com

Objective

I am willing give total support the organization that I am in, with the capability and experience that I have.

Key Skills

Good motivation, organization and leadership.

Summary of Qualifications

- Good in communications and leadership
- Common with PC; Ms. Office such as Ms. Word, Ms. Excel, Ms. Power Point; Internet
- Ability to use Indonesian Language (mother language) and English
- Open minded person and also eager to learn

Education

- 2013-2017 : Buddhi Dharma University, Tangerang
- 2009-2012 : Vocational High School at SMK Strada Daan Mogot, Tangerang
- 2006-2009 : Junior High School at SMPK Mawar Sharon, Tangerang
- 2000-2006 : Elementary School at SD Tarsisius vireta, Tangerang

Work Experience

2012 – 2013 : Accounting Staff at PT. Presindo Central

- Entry Journal
- Analyze data and document for monthly reports
- Prepare monthly reports
- Closing reports

2013 – 2014 : Finance Staff at Citra Bangsa School

- Entry in / out transaction (via bank or cash)
- Follow up payment
- Recap daily transaction
- Making monthly reports

2014 – 2020 : FAT Staff at PT. Panca Budi Agro Pratama (Panca Budi Group)

- Entry Journal
- Analyze data and document for annual tax report and finance (cash & bank)
- Follow the procedures that have been set to process receipts
- Communicate with customers and PPJK via phone, email, or personal
- Help Closing Accounting at the end of the month
- Prepare monthly tax reports
- Prepare annual tax report
- Making tax invoice

2020 – Now : Accounting at PT. Gunas Investa

- Closing monthly report
- Analyze and follow up data and document
- Prepare data and document for tax and audit

Internship

June 1st 2011–July 31th2011 : Internship as Auditing Staff in KAP Andy Arifin & Partner,
Tangerang.

Personal Interests

- Reading (comic & novel)
- Watching a movie (Supernatural, Action Movies, Comedy Movies, etc)
- Listening Music