



AMILIA

Bachelor of Accounting

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Setiabudi, South Jakarta

PROFILE

Bachelor of Accounting with 2 years work experience as Accounting Admin. Proven academic and curricular achievements with 3.35 GPA. Seeking to leverage exceptional accounting skills and academic knowledge to gain the entry-level accounting position. Dedicated, competent, and detail-oriented individual with the capacity to go beyond what is expected and achieve company goals.

WORK EXPERIENCE

PT Catur Pilar Kreasi | Oct 2019 – present

Accounting Admin

- Recorded company transactions and bank reconciliations.
- Created invoices and follow up client and vendor payments.
- Made company petty cash reports and employee refunds.

Human Resource (HR) and General Affair (GA) Admin

- Checked monthly employee attendance and overtime.
- Posted job vacancies, scheduling interviews and preparing employment contracts for new employees.
- Coordinated the preparation of office facilities for employees.
- Coordinated maintenance support for office facilities.

PT. Kereta Commuter Indonesia | Nov 2018 – Oct 2019

Passenger Service

- Made daily reports and input data on the lost and found system.
- Checked station facilities.
- Provided services and directions for passengers in the station area.

PT. Atalian Global Services | Jan 2018 – Apr 2018

Payroll Staff Intern

- Checked weekly and monthly employee attendance.
- Performed employee cut off and overtime calculations as well as PPh21.
- Made a recap of the overall salary of employees and report to the finance department.

EDUCATION

TERBUKA UNIVERSITY | 2018 – 2021

Accounting

3,35 GPA

SKILLS

Hard Skills

MS Office (Word, Excel, Power Point)

Soft Skills

Detail-oriented, Team work, Analytical and Critical Thinking

Language

Indonesian (Active), English (Passive)

CERTIFICATION

- BNSP Computer Operator | PPKD South Jakarta (2018)
- Brevet A and B | Tax Training House (2022)
- English | LBPP LIA (2008)