

# DAFTAR RIWAYAT HIDUP



**METTAWATI PARAMITHA  
CHANDRA**

**Import and Administrative Staff**

## Profile

Hi, I'm Metta. I have experience in administration and import for over 3,5 years. I am extremely motivated to develop my skills and be able to learn new things, also grow professionally.

## Education

### Bachelor of Information System

Pembangunan Jaya University  
2018 - Present

### Accounting Major

Negri 1 Vocational High School  
2015 - 2018

## Skills

Communication	<div style="width: 80%;"></div>
Analyze Data	<div style="width: 80%;"></div>
Microsoft Office	<div style="width: 80%;"></div>
ERP Systems	<div style="width: 80%;"></div>
Networking	<div style="width: 80%;"></div>

## Work Experience

### Administration & Import Staff

PT. Tri Tunggal Rajasa | September 2018 - Present

- Process purchase order to factory by email.
- Create purchase order, sales order, and controlling inventory by system.
- Checking and monitoring inventory by system and real stocks.
- Preparing and checking import documents (CI, PL, BL and Customs)
- Handling customer complaints and claims of tyre
- Recap and preparing monthly sales, aged receivables and tax reports.
- Arrange shipments to customers and ensure timely deliveries

### Accounting Staff

PT. Inti Citra Agung | July 2018 - September 2018

- Control & input income and expenses optical branch.
- Check general ledger by system, and files transaction data from optical branch.
- Adjust the transaction journal to system.

## Contact Me



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