



Eis Atika

ACCOUNTING

Introduction

I am proficient in using application software including Microsoft Excel, Word, PowerPoint and others such as Jurnal.id. I am also able to cope with a high-pressure work atmosphere in productivity which results in a work environment that is both individually and as a team company.

Work Expertise

- Collect and maintain project data and documents electronically including storage and organization of paper documents
- Accounting & Administration Skills (Journal Printing & Calculation, Ledger, Petty Cash Payroll & Calculation, Inventory Controls, Project Data Updating, Teller, Salary Calculation)
- Taxation System
- Microsoft Office

Career Summary

Accounting at PT. Ohawe Indonesia .

- Processing orders, forms, applications, and requests.
- Accounts receivable collection
- Accounts payable collection
- Inventory controller
- Tax Reporting System
- BPOM & OSS System
- Stock Opname

Cost Control at PT. Triderrick Buana Indonesia.

- Checking vendor data
- Making financial reporting
- Maintain project data and documents electronically
- Making voucher

Finance administrator at PT. Jaya Utama Motor (Honda)

- Inputing data to system
- Financial recapitulation calculates the amount of financial income and expenditure
- Checking and verifying the completeness of documents related to financial transactions
- Reporting petty cash
- Daily sales report

SERTIFICATION

BREVET A & B

Contact Information

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Jurang Mangu Barat, Pondok Aren
Tangerang Selatan.

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Education Background

Pembangunan Jaya University

College of Accountancy | since 2018

SMK Madani Ciampea Bogor

Marketing studies | 2013

MTS Tarbiyatul Fallah Bogor

2010