



naomi
putri

ABOUT ME

Struggle person who commits for her decision. Capable to work in team and under pressure condition. High curiosity to learn something new. High motivation to make the improvement of herself

CONTACT

Address:

Pondok Aren, Bintaro
South Tangerang

Phone:

+62 818-0785-0885

E-mail:

naomiputri.naomiputri@gmail.com

HOBBIES



Music



Cycling



Swimming



Photography



Reading

EXPERIENCE

Sales Executive

Sep, 2020 - right now

PT. LEON BOGA SENTOSA

- Collecting and checking document from admin and marketing and vendors and also input to excel for backup data
- Checking invoice, tax invoice and other supporting document by head department and ask approval to manager
- Calculate the tax that must be paid to the supermarket or other customer
- Visiting supermarket and check stock and then make a purchase order
- Arranging document and reporting
- Controlling marketing and vendor cost in accurate accounting program
- Reconcile data from voucher with data from supplier

Finance Staff

Sep, 2013 - Feb, 2014

NEXTMEDIA ANUGRAH CITRA

- Preparing the operational budget early month
- Calculating budget on petty cash everyday
- Arranging document and reporting
- Invoice and payment arrangement

Accounting Staff

Jan, 2012 - Jul, 2013

WAHANA MULIA

- Preparing the operational budget early month
- Calculating budget on petty cash everyday
- Arranging document and reporting
- Invoice and payment arrangement

Internship

Jan, 2011 - March, 2011

STAN

- Scanning and filling documents
- Follow up the sign for specific documents

EDUCATION

Bachelor of Economics

2018 - Now

PEMBANGUNAN JAYA UNIVERSITY

Faculty of Economics and Business
Department of Accounting

LANGUAGES

Bahasa Indonesia



English



SKILLS

Microsoft Office

Microsoft Word, Microsoft Excel, Microsoft Power Point.

Accounting

Accurate.

Personal

Communication, Team Player, Organization.

COURSE

2006 - 2008

LIA BINTARO

English Course

2013 - 2015

Accurate Accounting Program System