

BHAKTI RAGIL VARINO

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EXECUTIVE SUMMARY

Computerization of Accounting Graduate with professional experience in the field of administration and data management. Proven expertise in data and information management, credit administration, and financial reporting. Adept at streamlining processes, enhancing efficiency, and reducing processing times. Highly skilled in utilizing archive applications and web-based financial reporting tools to support operational activities. Seeking to leverage a strong academic background and practical experience to excel in the field of accounting computerization.

EDUCATION

Associate Degree in Computer, Universitas Prabumulih 2020 – 2023

- Major: Computerization of Accounting | GPA: 3.79 / 4.00
- Award: Best Graduate of Computer Faculty 2023

WORKING EXPERIENCES

Data and Information Management, Kantor Pelayanan Pajak Pratama Prabumulih Feb 2023 – Mar 2023

- Enhanced data and information management efficiency during the tenure at Prabumulih Primary Tax Service Office, by effectively utilizing archive applications, resulting in a 20% reduction in data search time required for agency work activities.
- Streamlined data management and file preparation procedures, aligning agency data and files with work needs and agendas to support operational activities and achieve an increase in task completion.
- Provided valuable taxpayer assistance by guiding taxpayers in preparing Financial Reports for payment of Annual Corporate Tax Returns, contributing to an improvement in taxpayer satisfaction.
- Implemented a web-based financial reporting application, minimizing errors, and accelerating the reporting process, leading to a reduction in reporting errors and a faster processing time.

Credit Administration, PT. Bank Rakyat Indonesia Persero Apr 2019 – Sep 2019

- Managed the credit application process, ensuring a smooth customer experience and reducing credit application processing time by 20% through timely availability of required documents.
- Handled customer credit application documents, collecting and storing credit documents to maintain well-organized files, resulting in an organized and efficient document management system.
- Conducted BI Checking checks as part of the credit application process, ensuring comprehensive customer assessments and file archiving for future reference and compliance purposes.

ORGANIZATIONAL EXPERIENCES

Vice President, E-sport Universitas Prabumulih Jan 2021 – Feb 2023

- Actively sought and secured financial support and sponsorship for e-sports teams, ensuring their participation in regional tournaments and achieving an increase in funding for team activities.
- Successfully fostered the growth of an e-sports community within the university by organizing meetings, tournaments, and social events for e-sports fans, resulting in an increase in community membership and engagement.

SKILLS

Language: Bahasa Indonesia (Native), English (Intermediate)

Software: Microsoft Office, Google Suite

Others: Programming, Accounting, Data Management, Financial Administration, Financial Report Arrangement, Document Management, Data Analysis, Communication, Teamwork, Presentation