

# »»» Robert Septian

Talent ready for finance accounting

## About Me

Experienced, committed and have to continue to grow to be the strength in me. As well as providing the best in every activity, be able to work together in groups, communication, proactive and obey the rules that apply



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Wijaya Kusuma 2 Street, block 16 no 161, Perumnas Klender, Duren Sawit, East Jakarta



## Working Experience

### Fave Ahmad Yani Bekasi Hotel

#### Income Audit & Account Receivable

From Oktober 2019 until June 2020

Produce age analysis (AR Aging) and Review AR aging to ensure compliance

### Santika Hayam Wuruk

#### Night Audit

From May to Oktober 2019

Responsibilities are included auditing all Hotel daily revenue, Hotel daily system activation (running room charges automatic posting) and also preparing report to the Hotel Manager.

### Odua Hotel Bekasi

#### Income Audit

From December, 2017 to April, 2019

Controller about revenue and ensure to match the applicable income

### Bank J Trust Indonesia

#### Account Officer

From February 1, 2012 to November 30, 2016

Looking for Prospective Customer to credit and Savings

### Starbucks Indonesia

#### Barista

From March 8, 2011 to September 14, 2011

Be more passion and knowledge of coffee

### International SOS

#### Administrator at Tembaga Pura Hospital International SOS

From October 1, 2009 to January 4, 2010

Experienced in Occupational Health administration and system

### Hotel Classic Jakarta

#### Server

From January 1, 2007 to February 29, 2008

Responsible for ensuring that tourists receive service in a courteous, efficient and polite manner while keeping a professional attitude

## Expertise

### Language

English

### Computer Skills

Microsoft Office

### Personal



Communicative

Discipline



Thorough

Responsibility



Presentation



## Education



### ST PPM Management

Bachelor of Financial Management, IPK 3.1 Scale 4



### Pertiwi Tourism Academy

Diploma Degree, (D3), IPK 3.5 Scale 4



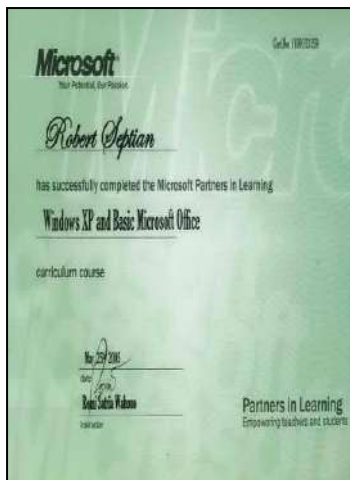
### Jayawisata 2 Tourism High School

## Diploma and Work Experience Letter as a supporter



### ST PPM MANAJEMEN

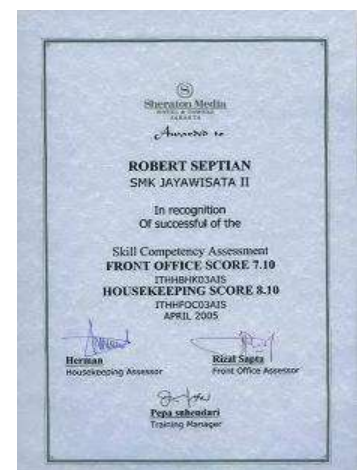
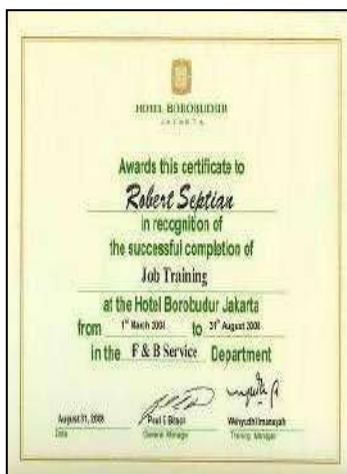
### Pertiwi Tourism Academy



### Microsoft Office

### Experience from International SOS

### Experience from Starbucks Indonesia



### Experience from Sheraton Hotel

### Experience from Borobudur Hotel

To.

PT. Indopsiko Indonesia

Jakarta

Dears Human Resources Department

I would like to consider application accounting or kurir, which I heard from realiable source.

I hold Diploma degree (D3) in tourism in hotel tourism industry from Pertiwi Academy, Jakarta and has completed a degree program in PPM Management majoring in Financial Management.

I have been experienced at Fave Ahmad Yani Bekasi, Santika Premiere Hayam Wuruk Jakarta, which improved my leadership skills, communication skills and ability to work in team environment. Therefore, I believe that my strong technical experience and education will make me a very competitive candidate for this position.

Please see my resume attached for your confederation. This position interests me greatly because I believe I have the leadership skills and attention to detail to make a valuable contribution to your company.

I can be reached anytime via my cell phone 081213688700 or 0813951956569. Thank youfor time and consideration. I look forward to speaking with you about this employment opportunity.

Your Sincerely,

Robert Septian Naibaho