



WIDADARI

Jakarta, 29th January 2001

Sex : Female

Religion : Moeslim

Height : 160cm

Weight : 49 kg

National : Indonesian

PERSONAL PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to make the company grow to up. I am pro-active and initiative to give the best for company.

CONTACT



JL. Kramat Asem GG.
Asemgede VII RT.010 RW.005
No. 15B, Utan Kayu Utara<
Matraman, Jakarta Timur,
13120
widadari16@gmail.com



+62 858 1781 0790 /
+62 815 9207 393



/widadari29

EDUCATION

SMK NEGERI 40 JAKARTA (2016-2019)
ACCOUNTING

SMP NEGERI 97 JAKARTA (2013-2016)
SDN UTAN KAYU SELATAN 20 PAGI (2007-2013)

HOBBIES

- Dancing
- Singing
- Acting
- Theatre
- Photography
- laying basketball

CERTIFICATIONS

Accounting Technician - BNSP

SKILLS

- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results
- Able to operate computer software (Spreadsheet, MYOB, Accurate, Microsoft word, Microsoft Excel, Canva, Adobe Photoshop, Photoscape, Filmora, e-SPT, e- Filling, e-faktur)
- The ability to reporting financial
- The ability to make journal financial
- The ability to entry data, to make letter,
- The ability to photography and making video

WORK EXPERIENCE

Admin Tax - PT. Midea Planet Indonesia

APRIL 2019 - JULI 2019

- Operate E-SPT, E-Faktur, E-Filling, Excel, adn logbook
- Making a general journal from daily transaction
- documentation of receipt, taxation, and revenue
- Report checking for PPH

Admin Accountant - Nha Miranda

AGUSTUS 2019 - AGUSTUS 2020

- Creating Costing Report Monthly
- Stock opname aset in the plan area
- Creating jurnal Inventory, jurnal production adn financial report.
- Sales Admin
- Cashier
- Admin Warehouse
- stock opname

ACHIEVEMENT

- Ranked general 2th of elementary school 2009-2013
- Ranked general 2th of junior high school 2013
- Ranked general 4th of senior high school 2016
- 1st place winner basketball women in global islamic school cup
- 2th place winner basketball women in basketball competition

LANGUAGE PROFICIENCY

- Indonesia (Native)
- English (Passive Spoken & Active Writer)