***Ridzky Amirullah***

**Address: Kp Pegangsan 1 RT.003/RW.003 No.37 Kec. Cakung**

**Kel. Rawa Terate Jakarta Timur 13920**

**Contact No: 087814040103**

Jakarta, 20 Mei 2020

To :

**Human Resources Department**

**GRATYO® World's Leading Practical Business**

Dear Sir or Madam,

On this good opportunity, I would like to apply as a **Finance Support (FS)** in your company.

My name is Ridzky Amirullah. I am 25-year-old Male, graduated from Islamic village vocational high school, majoring in Computer And Network Engineering. Now I work in tour and travel company, PT. Raja Kamar Indonesia (MG Holiday Group) as an Account Payable Staff . I operate computer as well, totally skilled by Accounting System and Microsoft Office (Especially Ms. Excel) and understand English both oral and written. I am a hard worker, able to work in individual and in a team. With my qualifications, I am confident that I will be able to contribute effectively to your company.

I would gladly welcome an opportunity to have an interview with you at your convenience to discuss further about my qualifications and background. Thank you for your time and consideration.

Yours sincerely,

**(Ridzky Amirullah)**

**CURRICULUM VITAE**

**A. PERSONAL DATA**

Name : Ridzky Amirullah

Place/Date of Birth : Jakarta, 13st April 1995

Marital Status : Single

High : 172 cm

Religion : Islam

Address : Kp Pegangsan I RT.003/003 No.37 Jakarta Timur 13920

Contact No : 087814040103

Email : kiridzky@gmail.com

**B. FORMAL EDUCATION**

June 2001 – May 2007 : SD Negeri Percontohan 07 Pagi Jakarta

June 2007 - May 2010 : SMP Negeri 123 Jakarta

June 2010 - May 2013 : SMK Islamic Village, Majoring Computer and Network Engineering

**C. Training**

* Training in Increasing the Productive Field of Computer & Network Engineering by Raharja University
* Internship at Badan Pemeriksa Keuangan Republik Indonesia (BPK-RI) 3 Months

**D. WORK EXPERIENCE**

1. April 2013 – Agustus 2013 – Internship

**PT Corea System Indonesia (CSI) -** as an Assistant General Affair & HRD Admin

Responsibility :

* Checking staff Attendance
* Office & Driver management
* Management Korean VISA and Document
* Buy Equipment, and supplies for office
* Booking Hotel and Ticket Airplane and others

1. September 2013 – November 2014

**PT Teleanjar Indonesia**  – as an Admin IT Support Officer & Frontliner

Responsibility :

* Remote problem troubleshoot By TeamViewer & Microsoft Remote Desktop
* Troubleshoot problems by taking over control of users via LAN / WAN connections, and planning
* Coordinate and support business processes, systems and end-users in solving problems they face
* Handle Phone and email
* Aging Outstanding
* Monitor Internal Website

1. November 2014 – December 2016

**PT. Bank Permata, Tbk** – as an Credit Card Call Center Officer

Responsibility :

* Receive incoming telephone calls to the call center 1500111
* Provide correct answers to every question about the problem raised by the Customer regarding the company's products
* Listen carefully to every complaint submitted by the Customer
* Providing the best solutions to problems faced by consumers and Serving consumers quickly and friendly
* Serving customers in terms of Bank product services, Submission of submissions from the Customer in any form
* Complant Handling
* Input All Report to CFES System

1. December 2016 – Januari 2018

**PT. Rajakamar Indonesia (MG Group**) as an Admin Sales Support

Responsibility :

* Check and update customer payments
  + Access Klik BCA Bisnis: Transfer to BCA account
  + Access Mandiri Cash Management :Transfer ke Mandiri account
  + Access Faspay : Payment from BRI, Permata, Mandiri Klik Pay, dan XL Cash
  + Access Ipay88 : Payment With All Credit Card
  + Access E2pay : Payment from CIMB Clicks Etc. Klik BCA
* Input reservation data to the Power Suite system
* Recapitulate the reservation sales report to the Excel worksheet
* Check and recapitulate the completeness of the refund file
* Sorting hotel payments with a prepayment system before files received by the Finance department
* Issued Customer Sales Folder, Invoice and Letter guarantee

1. Januari 2018 – Januari 2019

**PT. Rajakamar Indonesia (MG Group)** as an Accounts Receivable Settlement

Responsibility :

* Make a Deposit in the Power Suite System for all money entered in a bank account
* Make a settlement for payments made by all companies In Power Suite System
* Report Aging Weekly and Monthly
* Refund

1. Januari 2019 – Mei 2020

**PT. Raja Kamar Indonesia (MG Group)**  – as an Accounts Payable Staff & Finance Prepayment Staff

Responsibility :

* Receive invoices from suppliers (hotels)
* Check all received invoices by comparing the data on system, web and supplier invoices
* Make schedule and prepare payment every week
* Send the payment confirmation to suppliers (hotels) by email
* Handling phone and email
* Follow up cases
* Use WPS Spreadsheet to :

1. Make Weekly AP Report
2. XRTS301D - AP Aging Analysis Detailed Report
3. JKTS331B - Supplier Deposit Movement Report
4. JKTS385 - Payment Requisition Detail Report
5. Make Monthly AP Report
6. JKTS331B - Supplier Deposit Movement Report
7. JKTS535 - Journal Entry Report
8. Make Weekly USD Report for payment
9. Control another data

* Use Power Suite System

1. Payment Request
2. Refund
3. Payment
4. Report

* Receive proforma invoices of prepayment from supplier (hotels)
* Make deposit on system
* Send the payment confirmation to suppliers (hotels) by email
* Make deposit report every week and control it.
* Receive proforma invoices from hotels/suppliers.
* Manually journal for AP by using an accounting system named Power Suites.
* Make payment requisition or deposit for each proforma invoices that will be paid as prepayment.
* Input the transactions to BCA Internet Banking and send the summary to FA Manager & CFO to be approved and released.
* Control the payments that have been released by CFO. Follow up if any return from bank.
* Give payment information to the hotels/suppliers by phone and email.
* Control the balance of bank accounts.
* Responsible to petty cash.
* Reconcile bank accounts weekly & monthly basis.
* Do communication with bank regarding our accounts.

**E. OTHERS**

**Computer Skill :**

* Microsoft Office Word
* Microsoft Office PowerPoint
* Microsoft Office Excel
* Microsoft Office Outlook
* WPS Writer
* WPS Spreadsheet
* Power Suite (Accounting System)

**Language Skill :** BahasaIndonesia and English

**F. PERSONALITY**

Good attitude, Kind, Communicative, Diligent, Tolerant, Be responsible, Hard Worker

**I filled this CV based on the truth. I will be responsible for any false information given.**

Regards,

( **Ridzky Amirullah )**