

HADZAR TASMIN

I am a Finance staff with more than five years of working experience in student financial administration. Have the ability to make financial reports and do simple bookkeeping. Able to provide consulting services and financial information to students. Accustomed to working with web-based financial information system.

Contact

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☎ 0811-3661-904

Skill Summary

Skills

- Accounting
- Finance
- Bookeeping
- Communication
- Teamwork
- Management
- Conflict
- Analyst

Software Skills

- SPSS Statistic
- Microsoft Office
- SmartPLS
- Phyton
- R
- Tableau
- SQL

Language Skills

- English
- Indonesia

Work Experience

• FINANCE STAFF

STIKOM PGRI Banyuwangi | 2017 - Present

- Validate and process tuition payments into each student's financial information system
- Create and manage student receivables data and recap transactions student payment transactions daily
- Create data on student tuition bills that have used the virtual account systems
- Make reports and other documents as needed or requests of section heads and leaders
- Manage and record daily cash transactions (conditionally when the section head is not in the office)
- Perform administrative tasks such as filing, data entry, and scanning documents.
- Carry out committee duties by the job desk that has been determined through a leadership decision letter

• ADMINISTRATOR

Thulik Net | Freelance

- Validate and process tuition payments into each student's financial information system
- Create and manage student receivables data and recap transactions student payment transactions daily
- Create data on student tuition bills that have used the virtual account systems
- Make reports and other documents as needed or requests of section heads and leaders
- Manage and record daily cash transactions (conditionally when the section head is not in the office)
- Perform administrative tasks such as filing, data entry, and scanning documents.
- Carry out committee duties by the job desk that has been determined through a leadership decision letter

EDUCATION

Universitas 17 Agustus 1945

Bachelor of Accounting, 2023. Banyuwangi
Grade 3.92