

EVA SAGITA PUTRI

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SUMMARY

I'm Eva Sagita Putri, a 7th semester accounting student at Gunadarma University. I'm interested work in accounting, finance, taxation, and administration. I'am a hard worker, dicipline and like to learn new things. I have had an internship as Admin experience in AJB Bumiputera 1912 and PT Solusimaxi Consulting and Training. I have also been a volunteer experience as a Tax Volunteer for KPP Depok Cimanggis, my job is to assist and provide direction to taxpayers who report taxes using e-filing and e-form.

EDUCATION

GUNADARMA UNIVERSITY

2018- Present

Undergraduate of Economic, Accounting

WORK EXPERIENCE

PERUSAHAAN AJB BUMIPUTERA 1912

Des 2021 – Feb 2022

Admin

1. Filling and documentation nasabah.
2. Carry out administrative processes and communication with nasabah.
3. Input the customer's insurance policy claim.
4. Create a letter Antaran Habis Kontrak and Penebusan in Microsof Excel

PT. SOLUSI MAXI CONSULTING AND TRAINING

Jan – March 2020

Sales Marketing

1. Promote types of ISO training.
2. Offering ISO Series training services to Customers.
3. Active in Finding target customers at least 10 customer in 1 month.

VOLUNTEER EXPERIENCE

BUMI FOUNDATION

Sept- Des 2020

Divisi Digital Campeigner

- Manage social media accounts.
- Create attractive concepts to motivate social change.
- Planning content and creating interactive post.
- Planning for content through social media.
- Manage and coordinate social media input from the team.

Beasiswa Titik Nol

August 2021

Volunteer Campaign Online Nasional

- Post campaign what is scholarship via social media.
- Planning for content through social media.
- Create a national campaign through social media.

DJP JAWA BARAT III

Tax Volunteer for KPP Depok Cimanggis

Sept 2021 – March 2022

- Assist and provide direction to tax payers who report taxes using e-filling and e-form.
- Reporting the annual SPT through e-filling the KPP

ADDITIONAL

Technical: Ms. Word, Excel, PowerPoint, Zahir

Language: Bahasa Indonesia and English

Interpersonal Skills : Team work, Communication, Strong analytical, Problem solving, and Time Management.

Interest: Accounting, Finance, Taxation, and Administration.

Certifications and Training:

- **GUNADARMA UNIVERSITY**
 - Corporate Income Taxes, and Brevet A
- **ZAHIR INTERNASIONAL**
 - Zahir User Certified