

Curriculum Vitae

RISMAN P. SITINJAK

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OBJECTIVE

Finance Accounting and Tax areas that would enable me to apply my educational background and skills. Have and understand tax regulations and tax calculations. Skilled in using Microsoft Excel, Microsoft Word, Microsoft Power Point, Accurate, able to communicate well, and time management.

PROFESSIONAL EXPERIENCE

CMC- Shalem Farm Bogor

Admin Logistic

Feb - August 2024

- Recap monthly harvest results
 - Make a road letter for goods to the store
 - Inputting daily sales results
 - Inputting customer order data
 - Make payment bills to customers
 - Create invoice data for sales of goods
 - Checking the attendance of organic garden workers
 - Prepare monthly financial reports
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ORGANIZATIONAL EXPERIENCE

- Logistics Section – Bisnis Club STIESN Pematangsiantar Agust 2022- April 2023

EDUCATION

- Bachelor Degree from Pematang Siantar College of Economics, Faculty Accounting Economics Major Graduated May 2023
- TKJ Department - Senior High School / SMK N 1 Nainggolan, North Sumatra 2019

ACHIEVEMENTS

- Award Participant English Speech Competition by Student Association (2022)

SKILLS

- Hard Skills : Microsoft Office, Microsoft Excel, Microsoft Power Point, Accurate, Tax, Financial Reporting
- Soft Skills : Time Management, Teamwork, discipline and thoroughness

PERSONAL DATA

- Name : Risman P. Sitinjak
- Address : Jl. Pemuda IIIB RT.2/RW.2, Kelurahan Rawamangun, Pulo Gadung Jakarta Timur
- Sex : Male
- Marital Status: Single
- Email Address: rispansitinjak@gmail.com