

Lulusan sarjana akuntansi (**S.Ak**) dari Institut Bisnis dan Informatika Kosgoro tahun 2022. Saya memiliki ketertarikan yang cukup tinggi dalam **bidang keuangan dan akuntansi** , oleh karena itu saya sudah memiliki pengalaman bekerja secara professional dalam bidang tersebut **selama 2 tahun** .

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## PENGALAMAN KERJA

### Customer Service Representative

PT. BANK SYARIAH INDONESIA (2023 – Sekarang)

- Melayani nasabah dengan ramah, *professional*, dan *responsive* terhadap kebutuhan dan pertanyaan mereka.
- Menyediakan informasi yang akurat mengenai produk dan layanan bank.
- Melakukan berbagai jenis transaksi keuangan seperti pembukaan rekening, deposito, hingga penutupan rekening.
- Melayani serta membantu nasabah dalam melakukan administrasi.

### Teller

PT. BANK SYARIAH INDONESIA (2022-2023)

- Melayani transaksi keuangan, seperti setor tunai, penarikan dana, penghitungan uang tabungan, dan transfer ke rekening atau antar bank.
- Melakukan *Cross-selling* produk.
- Mengerjakan tugas administrasi dan pengecekan data nasabah

### Branch Admin

PT. SICEPAT EKSPRES INDONESIA (2020-2022)

- Membuat dan bertanggung jawab penuh atas Laporan Pengeluaran Harian cabang (LPH) dan *Cash Opname* cabang.
- Melakukan pemantauan dan bertanggung jawab atas semua aset cabang.
- Melakukan koordinasi, pemantauan dan evaluasi atas seluruh karyawan cabang.
- Melakukan arsip atas seluruh dokumen cabang

### Magang Data Entry Intern

PT. SARANA UTAMA ADIMANDIRI (MEI 2019-DESEMBER 2019)

- Membuat dan menginput purchase order.
- Mempelajari dan melakukan upload jurnal dan buku besar pada sistem.
- Melakukan pemeriksaan invoice pada sistem.

### Admin Intern

PT. PATRA JASA (JANUARI 2018-MARET 2018)

- Melakukan pengarsipan dokumen serta memastikan dokumen tersebut tersimpan dengan rapih.
  - Membuat disposisi surat.
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## PENDIDIKAN

### Institut Bisnis Dan Informatika Kosgoro 1957

AKUNTANSI – GPA : 3.55 (2019- 2023)

### SMK Negeri 8 Jakarta

ADMINISTRASI PERKANTORAN (2016- 2019)

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## KEAHLIAN

- Microsoft Office, Accurate, Zahir Accounting, Google Office Suite
- Sistem Informasi Akuntansi
- Bahasa Indonesia (Native), Bahasa Inggris (Conversation)

# Salsabilla Andriani

+62 857-8184-0871  
salsabillaandriani45@gmail.com  
Jakarta, Indonesia

## SUMMARY

Accounting graduate (S.Ak) from the Kosgoro Institute of Business and Informatics in 2022. I have a high interest in finance, accounting, administration, and similar fields, therefore I have had 2 years of professional work experience in these fields.

## EXPERIENCE

### Customer Service Representative

10/2023 - Present

Bank Syariah Indonesia

- Identify customers through the EXA and Dukcapil systems. This involves verifying customer identities using multiple systems.
- Assist and serve customers in opening accounts and other customer service transactions. This involves providing customer support for various banking services.
- Assist customers with Hajj deposit payments. This involves helping customers make payments for Islamic pilgrimage.
- Cross-sell products. This means suggesting additional products or services to customers.
- Create daily and monthly transaction reports. This involves generating reports on customer activity.
- Recap transactions and close services on the EDC system. This involves finalizing transactions and closing down the electronic data capture system.

### Teller

10/2022 - 10/2023

Bank Syariah Indonesia

- Perform cash deposits, withdrawals, and other teller transactions on the EXA system. This includes handling customer transactions at the teller counter.
- Identify customers through the T24 system. This involves verifying customer identities.
- Cross-sell products. This means suggesting additional products or services to customers.
- File documents. This is a general administrative task involving organizing and storing paperwork.
- Conduct cash counts on the system and close the teller's cash drawer. This involves balancing the cash in the drawer at the end of the day.
- Create reports to reconcile the teller's cash with the bank system using Excel. This ensures that the teller's transactions are accurately recorded in the bank's system.

### Branch Administration

12/2020 - 08/2022

Sicepat Ekspres Indonesia

- Input all transactions and create daily branch reports on the Pettycash system. This involves recording all financial transactions and generating daily reports for the branch.
- Reconcile daily and monthly bank balances with the pettycash system using Excel. This task ensures that the money in the branch and the bank records match.
- Process reimbursements for all operational transactions of branch employees. This involves handling employee expense claims.
- Create attendance and overtime recaps for branch employees using Sunfish. This includes tracking employee work hours.
- Create recaps and monitor all branch vehicles. This involves managing the branch's fleet of vehicles.
- Provide and recap all branch employee uniforms. This involves managing the distribution and inventory of employee uniforms.
- Conduct interviews for branch employees. This involves hiring new staff for the branch.
- File documents. This is a general administrative task involving organizing and storing paperwork.

## PT. SARANA UTAMA ADIMANDIRI

## PT. PATRA JASA

- Sorting documents based on a specific classification system (e.g., by date, subject, or type)

Placing documents in appropriate folders or files

Storing files in a secure and organized location

Ensuring that documents are labeled clearly

- Preparing document dispositions: This involves:

- Reviewing each document to determine its importance and relevance

Deciding on the appropriate action to be taken based on company policies and procedures

Creating a record of the disposition for each document

Kosgoro Institute of Business and Informatica - Bachelor of Accounting

Jakarta Vocational High School 8 - Accounting

Finance	Advanced	Microsoft Office	Advanced
Teamwork	Expert	Communication Skills	Advanced
Administration	Advanced	Accounting	Advanced

English Intermediate

Nomor Seri Ijazah : 622012023000447  
Register Number



Akreditasi BAN - PT No : 956/SK/BAN-PT/Ak.KP/PT/IX/2022  
Accredited by National Accreditation Baend For Higher Education

## INSTITUT BISNIS DAN INFORMATIKA KOSGORO 1957

INSTITUTE OF BUSINESS & INFORMATICS KOSGORO 1957 (IBI-K57)

Dengan ini memberikan kepada : **SALSABILLA ANDRIANI**  
Hereby confers upon

NPM. 02201940037

NIK. 3174095906010002

Student Registration Number

National Identity Number

Tempat dan Tanggal Lahir : Jakarta, 19 Juni 2001  
Place and Date of Birth : Jakarta, June 19th, 2001

Tanggal Kelulusan : 13 Juli 2023  
Date of Judicium : July 13th, 2023

Gelar : **SARJANA AKUNTANSI (S.Ak.)**  
The degree of Bachelor of Accounting

Program Studi Akuntansi  
Fakultas Ekonomi

Beserta segala hak dan tanggung jawab yang melekat pada gelar akademik ini  
With all the rights and responsibilities related to this academic degree

Rektor IBI-K57  
Rector of IBI-K57

Dr. Haswan Yunaz, M.M., M.Si.



Jakarta, 17 Juli 2023  
Dekan  
Dean

Ir. Dodi Wahab, M.M.





# INSTITUT BISNIS DAN INFORMATIKA KOSGORO 1957

## TRANSKRIP AKADEMIK ACADEMIC TRANSCRIPT

Nomor : 02202313070346

<b>Nama Mahasiswa</b> <b>Name</b>	: SALSABILLA ANDRIANI	<b>Fakultas</b> <b>Faculty</b>	: FAKULTAS EKONOMI FACULTY OF ECONOMICS
<b>NPM</b> <b>Registration Number</b>	: 02201940037	<b>Program Studi</b> <b>Study Program</b>	: AKUNTANSI ACCOUNTING
<b>Tempat dan Tanggal Lahir</b> <b>Place, Date of Birth</b>	: Jakarta, 19/06/2001	<b>Peminatan</b> <b>Concentration</b>	:

NO	KODE MK Course Code	NAMA MATA KULIAH Course	SKS Credit	NILAI Grade	ANGKA Score	MUTU Point	NO	KODE MK Course Code	NAMA MATA KULIAH Course	SKS Credit	NILAI Grade	ANGKA Score	MUTU Point
1	IBIK 103	Pengantar Bisnis Introduction to Business	3	A	4.00	12	27	AKT 502	Audit Keuangan I Financial Audit I	3	B+	3.25	9.75
2	IBIK 104	Bahasa Indonesia Indonesian	2	B	3.00	6	28	FE 401	Akuntansi Manajemen Management Accounting	3	A	4.00	12
3	IBIK101	Pendidikan Pancasila Pancasila Education	2	B	3.00	6	29	AKT 501	Akuntansi Keuangan Lanjutan I Advanced Financial Accounting I	3	B	3.00	9
4	IBIK102	Pendidikan Agama Religion Education	2	A	4.00	8	30	AKT 503	Teori Akuntansi Accounting Theory	3	B	3.00	9
5	MA 101	Pengantar Akuntansi 1 Introduction to Accounting 1	3	B	3.00	9	31	AKT 504	Akuntansi Syariah Syariah Accounting	3	B+	3.25	9.75
6	ME 101	Pengenalan Ilmu Ekonomi Introduction to Economics	3	A	4.00	12	32	AKT 505	Audit Manajemen Management Audit	3	B	3.00	9
7	ME 102	Matematika Ekonomi Economic math	3	A	4.00	12	33	AKT 506	Metodologi Penelitian Akuntansi Accounting Research Methodology	3	A	4.00	12
8	IBIK 205	Bahasa Inggris Bisnis Business English	3	A	4.00	12	34	AKT 602	Audit Keuangan II Financial Audit II	3	B+	3.25	9.75
9	IBIK 206	Pendidikan Kewarganegaraan Civics	2	A-	3.75	7.5	35	AKT 705	Etika Profesi Akuntansi Ethics Of Accounting Profession	3	A-	3.75	11.25
10	IBIK 207	Kekosgoroan Kekosgoroan	2	B-	2.75	5.5	36	AKT 707	Kemahasiswaan Students	1	B	3.00	3
11	MA 202	Pengantar Akuntansi II Introduction to Accounting II	3	A-	3.75	11.25	37	AKT 507	Bisnis Digital Digital Business	3	A	4.00	12
12	ME 203	Statistika Ekonomi Economic Statistics	3	A	4.00	12	38	AKT 601	Akuntansi Keuangan Lanjutan II Advanced Financial Accounting II	3	A	4.00	12
13	MJ 201	Pengantar Manajemen Introduction to Management	3	A	4.00	12	39	AKT 603	Praktikum Audit Keuangan Financial Audit Practice	3	A	4.00	12
14	TI 201	Pengantar Komputer dan Teknologi Informasi Introduction to Computers and Information Technology	3	A	4.00	12	40	AKT 604	Magang Internship	3	A	4.00	12
15	AKT 301	Akuntansi Keuangan Menengah I Medium Financial Accounting I	3	B+	3.25	9.75	41	AKT 605	Standar Akuntansi Keuangan Financial Accounting Standards	3	C+	2.25	6.75
16	AKT 302	Akuntansi Biaya Cost Accounting	3	B+	3.25	9.75	42	AKT 606	Seminar Akuntansi Accounting Seminar	3	B	3.00	9
17	AKT 303	Sistem Informasi Akuntansi Accounting Information System	3	A-	3.75	11.25	43	AKT 607	Akuntansi Internasional International Accounting	3	A	4.00	12
18	AKT 304	Perpajakan Taxation	3	A	4.00	12	44	AKT 407	Manajemen Investasi dan Portofolio Investment And Portfolio Management	3	B+	3.25	9.75
19	AKT 305	Manajemen Keuangan Financial Management	3	B	3.00	9	45	AKT 701	Akuntansi Sektor Publik Public Sector Accounting	3	B+	3.25	9.75
20	FE 301	Hukum Dalam Bisnis Law In Business	3	A-	3.75	11.25	46	AKT 702	Controllship Controllship	3	A	4.00	12
21	AKT 401	Akuntansi Keuangan Menengah II Medium Financial Accounting II	3	A-	3.75	11.25	47	AKT 703	Audit Kecurangan (Fraud) Audit Fraud(Fraud)	3	B+	3.25	9.75
22	AKT 402	Praktikum Perpajakan Taxation Practice	2	A-	3.75	7.5	48	AKT 704	Analisis Laporan Keuangan Financial Statement Analysis	3	A	4.00	12
23	AKT 403	Praktikum Sistem Informasi Akuntansi Accounting Information System Practice	2	B-	2.75	5.5	49	AKT-S 706	Seminar Proposal Skripsi Seminar Thesis Proposal	2	A	4.00	8
24	AKT 404	Praktikum Penyusunan Laporan Keuangan Berbasis Komputer Practice Of Computer Based Financial Statements	2	B	3.00	6	50	PAP 101	Good Corporate Governance And Csr Good Corporate Governance And Csr	3	A-	3.75	11.25
25	AKT 405	Kewirausahaan II Entrepreneurship II	3	B	3.00	9	51	IBIK 801	Skripsi Thesis	6	A-	3.75	22.5
26	AKT 406	Bank dan Lembaga Keuangan Bank And Financial Institutions	3	B+	3.25	9.75							

**Total SKS yang ditempuh**  
**Credit Earned** : 145

**Indeks Prestasi Kumulatif**  
**Grade Point Average** : 3.55

**Yudisium**  
**Judicium** : **Dengan Pujian**  
**CUMLAUDE**

**Rektor**  
**Rector**

Dr. HASWAN YUNAZ, M.M., M.SI.

### Skripsi:

Pengaruh Volatilitas Penjualan, Volatilitas Arus Kas Operasi dan Hutang Terhadap Persistensi Laba (Studi Empiris Perusahaan Sektor Makanan dan Minuman yang Terdaftar di BEI Periode 2019-2021)

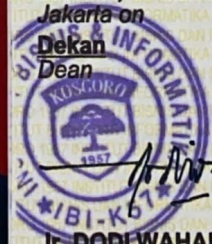
### Thesis:

The Effect of Sales Volatility, Operating Cash Flow Volatility and Debt on Earnings Persistence (Empirical Study of Food and Beverage Sector Companies Listed on the IDX for the 2019-2021 Period)



Jakarta, 17 Juli 2023

Jakarta on  
**Dekan**  
**Dean**



Ir. DODI WAHAB, M.M.



566878



BADAN NASIONAL  
SERTIFIKASI PROFESI  
INDONESIAN PROFESSIONAL  
CERTIFICATION AUTHORITY

## SERTIFIKAT KOMPETENSI CERTIFICATE OF COMPETENCE

No. 82110 4110 2 0000094 2019

Dengan ini menyatakan bahwa,  
*This is to Certify that,*

**SALSABILLA ANDRIANI**

No. Reg. N 1042 00089 2019

Telah kompeten pada Bidang :  
*Is competent in the area of :*

**Administrasi Perkantoran**  
**Office Administration**

Pada Bidang Pekerjaan  
*In the area of :*

**KKNI Level II pada Kompetensi Keahlian Otomatisasi dan  
Tata Kelola Perkantoran**  
**KKNI Level II toward the Competency in the ability of Automation and  
Management of Offices**

Sertifikat ini berlaku untuk : 3 (tiga) Tahun  
*This certificate is valid for : 3 (three) Years*

Jakarta, 24 Juni 2019

Atas Nama (On behalf of):  
Badan Nasional Sertifikasi Profesi  
*Indonesian Profesional Certification Authority*

Lembaga Sertifikasi Profesi SMK Negeri 8 Jakarta  
*Vocational High School 8 Jakarta Profesional Certification Institution*

**Sri Endang Rahayu, M. Pd.**

Ketua  
*Chairman*





# SERTIFIKAT

DIBERIKAN KEPADA

*Salsabilla Andriani*

yang telah mengikuti dan menyelesaikan :

*Brevet Pajak Terapan A&B*

Dinyatakan :

**LULUS**

*Prisila Damayanty*

Dr. Prisila Damayanty, S.E., M.M., M.Ak.

KA. PRODI AKUNTANSI IBI KOSGORO



Dr. H. Haswan Yunaz SE, M.Si, MM  
REKTOR IBI KOSGORO 1957

*Indrayagus Slamet*

Indrayagus Slamet, SST, Ak, MAK  
DIREKTUR INDRA TAX MANAGEMENT

## DAFTAR NILAI

Diberikan Kepada : **SALSABILLA ANDRIANI**

Atas Keikutsertaannya Dalam Mengikuti Brevet Pajak Terapan A&B Dengan Nilai :

No.	Nama Materi	Nilai	Bobot
1.	Ketentuan Umum Perpajakan A	A	4
2.	PPh Orang Pribadi	A	4
3.	PPh Pemotongan Pemungutan	A	4
4.	Akuntansi Perpajakan	A	4
5.	PPN	C	2
6.	PPh Badan	B	3
7.	E-Spt	A	4

Rata-rata Nilai

3,5

No.	Indikator	Nilai	Bobot
1.	Disiplin	B	3
2.	Sikap	B	3
3.	Quiz	B	3
Rata-rata Nilai			3

Konversi Nilai	Predikat	Rata-rata Nilai	Formula
A = 4	Sangat Baik	3,50 - 4,00	Bobot Nilai Materi
B = 3	Baik	3,00 - 3,50	
C = 2	Cukup Baik	2,50 - <3,00	
D = 1	Kurang Baik	2,00 - <2,50	





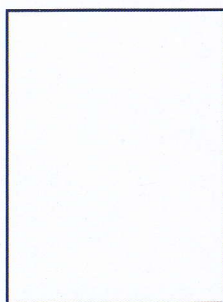
INSTITUT BISNIS & INFORMATIKA  
KOSGORO 1957

# Certificate of Completion

No. 52.10/IBI-K57/275 /07/23

As acknowledged by the Ministry of Education under Registration No. 421.9/1758 - DISDIK/ 08

This certificate is awarded to



***Salsabilla Andriani***

NPM : 02201940037

Study Program : Accounting

For completing TOEFL Paper Based Test with the following scores

SECTION	SCORE	
	Raw	Converted
Listening Comprehension	39	57
Structure and Written Expression	35	60
Reading Comprehension	41	56
TOEFL SCORE		577

  
**Budi Djohari, S.E**

Managing Director of ILP Sawangan



  
**Dr. Ir. Irma Alamsyah, M.Sc**

Head of Language and Professional Development Department  
of IBI - K57