




ASTRIT LUSIANI FANGGIDAE


PUBLIC ACCOUNTING


PROFILE

Hello I am Astrit Lusiani Fanggidae. I'm a Public Accounting with professional administration who has skills in entry data and computer skills. I consider my self a responsible, loyal, integrity and orderly person. I'm ready to help the company to grow with my best efforts and human serving with loved.

CONTACT ME

 CP/WA: +6285160220099

 Email:
astridfanggidae@gmail.com

 Address:
Kakatua Street No. 14 B
RT/RW 002/001 Bonipoi
Kec.Kota Lama - Kota
Kupang, 85221.

EDUCATION

POLITEKNIK NEGERI KUPANG

Bachelor of Public Accounting

2011-2016

GPA 3.78

LANGUAGE

- English - Beginner
- Bahasa Indonesia - Upper Advanced

SKILLS

Public Speaking, Team Work, Critical Thinking, Entry Data, Computer Skills, Tax E-billing, Copywriting and Slide Presentation.

WORK EXPERIENCE

KPU PROVINSI NTT, 2018-2019

STAFF TENAGA PENDUKUNG PADA;

1. UMUM, LOGISTIK DAN KEUANGAN
2. PENGELOLAAN KEUANGAN

- 1. Memastikan ruangan kerja bersih, Monitor dan Entry Data Kab/Kota se-NTT (logistik/arsip BKU)
- 2. Report on emails pusat maupun Kab/Kota se-NTT, Surat Masuk/Keluar, Stock Opname Barang, Notula.
- 3. Membuat laporan, Pelaporan pajak (E=billing), daftar bayar/absen peserta dan narasumber
- 4. Membantu belanja ATK, makan-minum/snack kegiatan maupun belanja barang operasional kantor.
- 5. Menyusun BKU sesuai Bulan dan Tahun dan membantu bendara terkait keuangan.

DINAS PUPR PROVINSI NTT, 2015

MAGANG PADA PENGELOLAAN KEUANGAN APBD - BIDANG SDA DAN IRIGASI

- Stock Opname Barang
- Surat masuk/keluar
- Fotocopy/Membantu belanja ATK