

Khoirul Anam

Data Analyst, Administrator, designers, Finance

Jakarta 12550

khoirulanm734@gmail.com

+62 852 3663 8968

It's my pleasure if you believe me to be a part of your company i will do my best to your company and always progress in every condition

Willing relocated: Anywhere

Work Experience

Finance Position

NAHA RINDU - Tangerang

August 2022 until Now

- do audits to sales report, cost as well as every financial business activity
- make cashflow
- compile financial report monthly, per 3 month, 5 month as well as 1 year
- compile tax report (Pph 21, and PPN)
- make bank reconciliation report

business Intelligence Analyst Internships

Bank Muamalat Indonesia - Jakarta

February 2023 until March 2023

- do analysis to customer databases
- Make income report graphic
- Make business prospect report

Data Administration Internships

Eatwell culinary - Jakarta

January 2023 until February 2023

- do verification to databases oracles suites
- Make Purchase contract (PC), Purchase Requisitions (PR), Purchase Order (PO) with updates databases per day
- Look for insights from every databases, sale, purchasing, nor vendors pricelist
- Make report results analysis on databases with visualization
- Help validation data purchasing like make Purchase Rquisition, Purchase order as well as purchases approval on Oracles netsuite.
- Used to use function hlookup, Vlookup, if, cout And other in do analysis datause spreadsheets nor excell.
- Helping Cost Control in analyzing biased data between databases on ISIREST and OracleNetSuite

Finance Internships

Govokasi Indonesia - Jakarta

November 2022 until December 2022

- Analyst Cash Ratio
- Quick Analyst Ratio
- Petty cash analyst

Finance Internships

Bara Imaji - Tangerang

October 2022 until Desember 2022

- noted every income
- noted expenditure daily
- make cashflow report
- make financial report(L/R)
- Make tax report (PPh 21, 23, PPN)
- Make reconciliation And mutation bank report
- Make invoices, Quotations And reimbursement
- Make report margins (net & gross profit margin)

Freelancing Data Entry

PT. Hiredtoday - Jakarta

May 2022 until August 2022

- Look for vacancy Work
- Build cooperation with company in post vacancy Work
- Cute vacancy Work as well as profile company
- Make daily report
- Validation information vacancy Work

Freelancing News writer

Pigeonweek. com - WFH

October 2021 until May 2022

1. Write article, news or work write other in form Language english with target 2 article per day, with minimum 300 say at each article
2. Updates info latest around incident And things present.
3. Analysis seo use google trend

customers clearances

FedEx Express - Jakarta

August 2021 until August 2021

- do checking document goods export nor imported
- do physical check to condition, amount And size goods
- do coordination with Bea Excise
- validate readiness package For process shipments

Finance internships

PT. BINTANG MITRA DAYASEMBADA- Tangerang

February 2020 until March 2020

- Responsible on Receivable data as well as expenditure company
- Make finance report

- Validate financial data with hardcopy document

Data entries internships

LPI Nahdlatun Nasyiin - Pamekasan

June 2017 until August 2017

- Do Validation all student data in LPI Nahdlatun Nasyiin
- Process data enter And go out as well as attendance student And Teacher

Education

S1 in field Management

STIE Ganesha - Jakarta

May 2019 until April 2023

SMK in field Banking Shari'ah

SMK DARUL ULUM BANYUANYAR - Pamekasan

March 2015 until April 2018

Skills

- microsoft office (5 year)
- adobe Photoshop (3 year)
- corel draw (3 year)
- Macros microsoft excell (2 year)
- adobe illustrator (1 year)
- English communication skills, speaking, writting and listening (5 year)
- tableau (Not enough from 1 year)
- Pythons (Not enough from 1 year)
- PostgreSQL

Language

- English - Fluent

Link

<http://bit.ly/khoirulanm>

Award

the 4th Champion of english debating contests

February 2018

English debating contests in the national
competition Event of the 2nd Scientific Week in islamic

boarding school of Mambaul Ulum Bricks Hot PalengaanPamekasan
Java East

the 1st winner of english Olympiad

November 2017

province english Olympiad levels of Madura English Festival
2017 "Sharpenes your brains" in state Islamic collages of Pamekasan
(STAIN Pamekasan)

Noble Student

June 2017

SMK Darul Ulum Banyuanyar Palengaan
Pamekasan

the 1st winner

2015

Olympic Language English in activity
"Madura Multi Contest (MMC) 2015" MA Darul Ulum Banyuanyar
Pamekasan

the 2nd winner

2019

scientific debate contest between campus And student all over jabodetabek in ITB Ahmad Dahlan
Jakarta

Certification And Licence

Training organization administration

Until Now

Certificate training by Headquarters Study Indonesia (MBI) in framework practice organizer in field
administration

Preparation for practical financial report for MSMEs

Until Now

Consultation And online training by Service Cooperative And MSMEs Java east (DISKOP Jatim)

- make balance sheet report
- make tax PPN report
- count capital ratio

Certificate Competence BNSP

May 2020 until May 2023

Competency certificate as "Administrative Officer" in the field of work "Administration Professional"
Which published by Institution Certification Profession MSDM UNIVERSAL
No.Reg.M.516.00283.2020

2d Animations

May 2022 until July 2022

- study to draft base animation 2d
- Study to use tools adobe animate
- Study to use tools adobe media encoder
- Study to use tools adobe after effect
- do Final Project, www.instagram.com/wrangers

Life skills of AI for Gen-Z

February 2022 until July 2022

- Study Data science
- Study Python
- Deployments
- Visualization tableau & Google Studio
- Study AI Cycle Project
- Study computer Vision
- Study natural language Processing
- Processing project end Application chatbots negotiation e-commerce (NEGOIN)

business Intelligent and big Data - Celerates school

July 2022 until Now

- Study SQL use Postgresql, Dbeaver And PgAdmin4
- Analyze A data use SQL And python
- Manipulation data
- advanced excell, pivotable, H/Vlookup, macros excell
- ETL/DWH Use Pentaho And localhost postgresql
- Visualization data with tableau And libraries python

Google Data Analytics

November 2022 until Moment This

- Study Data structure, type, And statistics
- Study to analyze data use google sheets And microsoft excell
- Study manipulate, visualize data use R
- Study visualization data use tableau
- Do Final Project

Group

Chief (Chief)

2017 until 2018

Student Council (OSIS) SMK Darul Ulum Banyuwangi

secretary

2014 until 2018

BEC (Banyuwangi English center), an english course in Cottage Boarding school Darul Ulum Banyuwangi Pamekasan

secretary

2013 until 2015

TRIGONOMYTRI, an Organization which guides student to be Organizer and teach them more about science

Volunteer

Now

Community Plastic For Kind (KPUK) Is organization social Which educate public will importance cleanliness And utilization waste rubbish

founders of TEV (Telecommunicate Elevent virtual)

September 2019 until Now

Organization/community Development skills And talent Which served with training,

1. Computer And IT
2. Finance And accounting
3. HRM And Psychology
4. marketing
5. Entrepreneurship

publick relationships, DH (Diskusi horizontal)

August 2021 until June 2022

- Stage Training about Public Relationships
- Do cooperation with organization, company And agency government
- Be responsible answer on cooperation with party external

General Secretary

March 2019 until October 2022

Forum Komunikasi Mahasiswa Santri Banyuwangi (FKMSB) Region jabodetabek is organization student alumni boarding school Banyuwangi Which studying in jabodetabek, task as follows;

1. Give service technical administration, procurement letter write, proposals as well as document-document important And archive
2. Make list present, noted And compile minutes meetings/gatherings when There is
3. Report And take responsibility implementation task
4. Make And manage Data Base

Media Division

July 2020 until August 2022

KOMPAS-J (Committee Student And Youth Sampang-Jakarta) is Organization youth lacquer Which studying And entrepreneurship in region Jakarta

Task as follows;

1. Design posters, flyers, banners etc
2. Copywriter every activity
3. Be responsible answer manage account Instagram Kompas. Jakarta21

Additional Information

I'm a hard worker, i spend almost of my time to finish my work, my duties And make it tidy, till everyone will be easier to understand the result

And i do the best for all my work, create an innovation, pay Attention on all regulation and maintain the good name of company. Basically i'm Able to communicate friendly and make decision wisely.