



# Adrie Yusuf Wijaya

Sales / Accounting


## About Me

Executive assistant with five years of experience optimizing efficiency, productivity, and service quality across multiple environments. Reliable support specialist that blends advanced organizational, technical, and business acumen.

## Contact

 +62-8954-0002-0005

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 Perum Batujajar Indah II  
Blok A1 No.18  
40561, Kab. Bandung Barat

## Skills

- Web Design ( HTML, CSS )
- Office ( Word, Excel )
- Accounting ( AR, SalesService )
- Marketing

## Language

- Indonesian
- Sundanese
- English

## Education

(2006).

SENIOR HIGH SCHOOL

SMA Pasundan 2

Cimahi

## Experience

(2014 -2019).

ACCOUNTING [ PT. Mitra Periangnan Persada ]

Account Recieveable

- Make a list of daily bills for sales
- Receive billing reports from sales
- Create monthly sales reports, invoice collection, invoice aging

Sales Service

- Receive customer order reports
- Create order documents and customer invoices

(2019 - 2021).

SALES MARKETING [ Perdana ]

- Receive customer orders and customer order reports
- Receive customer bills

(2021 - 2024).

SALES MARKETING [ CV. Kota Pelangi ]

- Receive customer orders and customer order reports
- Receive customer bills
- Make monthly achievement reports
- Make a monthly work plan