

# NADIAH ROSITAH

I have 4 years of working experience as Accounting & Finance. I am focused and detailed on work. Besides, I'm a fast learner, hard worker, honest, and love new challenges. Able to work in a team and independently, and also able to work under pressure.

## EXPERIENCE

- Finance & Accounting Officer | Yayasan Pendidikan Avicenna Prestasi of Medco Group | Jun '20 – Now
- Accounting Officer | PT Jafra Cosmetics Indonesia | Jun '16 – Jun '17
- Accounting Staff | PT Aspirasi Pemuda of Femina Group | Sep '14 – Nov '15

## ORGANIZATION

2012-2013 : Head of Public Relations at Himpunan Mahasiswa Jurusan (HMJ) S1 Akuntansi

## PROJECT

2018-2019 : Helping Candidate from NASDEM for Indonesian Election's Legislative as Treasurer

## OBJECTIVE

- Name : Nadiah Rositah
- Date of Birth : Yogyakarta, 1<sup>st</sup> March 1992
- Gender : Female
- Marital Status : Single
- Religion : Islam
- Nationality : Indonesian
- Address : Cinere Residence H2/35, Depok, West Java



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## EDUCATION

1998-2004 : SDN 02 PG Lebak Bulus  
2004-2007 : SMPN 85 Jakarta  
2007-2010 : SMAN 46 Jakarta  
2010-2014 : Accounting Major at UPN Veteran Jakarta, GPA : 3,80

## **COURSES & SEMINAR**

- Tax Brevet level A & B at LPP Purnawarman (2015)
- 44 Hour of English Course (TOEIC) at PUSBABIMKAR (2013)
- Participant of seminar "PEMBOBOLAN DANA NASABAH CITY BANK" held by UPN Veteran (2011)
- Participant of seminar "Keprofesian dibidang Akuntansi dan Perpajakan" held by HIMAPPI & UPN Veteran (2012)
- Participant of seminar "Menumbuhkan Jiwa Kepedulian Pajak Sejak Dini" held by HIMAPPI (2012)
- Participant of seminar "Kewirausahaan" held by UPN Veteran (2013)
- Participant of "Festival Terampil" Digital Business Class held by Inisiator Indonesia (2019)
- Participant of "Sekolah Pasar Modal" class held by Bursa Efek Jakarta (2019)

## **SKILLS**

- ✓ MS. Office : Word, Excel, Power Point
- ✓ Accounting Software : Zahir, SAP, ERP, and MYOB
- ✓ Language : English

## **HOBBIES**

- ✓ Reading
- ✓ Traveling
- ✓ Cooking

## **VOLUNTEER EXPERIENCE OR LEADERSHIP**

2017 : "Berbagi Jus: Berbagi dan Menginspirasi" at Kampung Pemulung Ciputat held by Untuk Negeri

2019 : Charityrun "Merajut Asa Meraih Mimpi" at SLB BCD Depok held by FR.Depok

## **Finance & Accounting Officer – Yayasan Pendidikan Avicenna Prestasi**

### **Accounting :**

- Input daily income transactions to Zahir
- Reconcile bank transactions with Zahir
- Posting Journal Outcome transactions from bank book to Zahir
- Identify tax and document on payment request
- Calculate tax and make ID billing
- Support Audit Processes
- Reconcile all Account and support SPV
- Handling and Communicate with School finance team about AR

### **Finance :**

- Handling petty cash fund reimbursements for all department funds and make the report of petty cash monthly
- Assisting in the preparation of estimated budgets monthly
- Monitoring all bank deposits and payments
- Prepare payments, including cheque, bank transfers and do the bank transactions
- Communicate with external party for banking matter

## **Accounting Officer - PT Jafra Cosmestics Indonesia**

- Preparing for Daily Sales Report and make breakdown for it
- Reconcile bank transactions with the system
- Enter Transactions Payment Order to the system
- Reconcile Payment Gateway
- Posting journal transaction from Home Party Center
- Reconcile new member by incoming
- Make Invoice and journalize transactions for training member's events

### **Accounting Staff - PT Aspirasi Pemuda of Femina Group**

- Make daily journal entry
- Reconcile bank transactions with the system
- Calculate tax equalization
- Calculate depreciation of Fixed Assets