


VIKI DWI RAMDANI S, S.Tr.Ak

Jl. Gunung Batu No. 97c, Bandung

Mobile Phone : +62 83829860486

I. Personal Details

Email	:	vikidwi22@gmail.com
Gender	:	Female
Place, Date of Birth	:	Kudus, August 22 nd 1997
Marital Status	:	Single
Nationality	:	Indonesian
Religion	:	Islam
Blood Type:	:	O

II. Educational and Professional Qualification
Formal Education :

1. [2002 – 2008] **Public Elementary School 252, Surabaya**
2. [2008 – 2011] **Public Junior High School 31, Surabaya**
3. [2011 – 2014] **Catholic Mater Amabilis Vocational High School, Surabaya**

Major : Tourism

4. [2014 – 2018] **Polytechnic TEDC Bandung** (Cimahi, Indonesia)

Major : Komputerisasi Akuntansi (D4)

Title of qualification awarded : S.Tr. in Accounting

GPA : 3.71 (scale of 4.00)

Final Project : Design and Implementation Saving and Loan Cooperative Information System Based on Web Case Studies Parahyangan Business Cooperatives.

Non Formal Education (Training – Workshop) :

1. [2013] Certificate of competence “Torism Guide” from Indonesian Professional certification authority.
2. [2014] Education training English in English Testing Center Surabaya.
3. [2014] Certificate of competency Ticketing and Tour Planner.
4. [2015] Microsoft Office Specialist Training.
5. [2015] IT Creative Cimahi Training Category Digital Book at BITC Cimahi.
6. [2017] Certificate of Competence in Accounting Department.

7. [2017] Tax Training on Brevet A and Brevet B.
8. [2018] TOEFL

III. Competition

1. [2016] IT Creative Competition category Mobile Application at BITC, Cimahi
2. [2017] Accounting Games 2017, Salatiga

IV. Achievement / Scholarship

- 1st prize in Cimahi IT Creative Competition Category: Digital Book (EPUB).
- 2nd Runner Up on Accounting Games 2017.
- Scholarship for 2 semester in Polytechnic TEDC Bandung.

V. Certification

1. International Certification Microsoft Office Specialist
2. Brevet A and B Tax Certification
3. Accounting Competence Certification
4. TOEFL Certification

VI. Organizational Experience

- Member of Student Association of Accounting at Polytechnic TEDC Bandung

VII. Work Experience

Company	: Panen Tour and Travel
Date	: 2012-2013
Position held	: Internship
Job Description	: Ticketing Reservation and Hotel Reservation
Company	: PT Pos Indonesia
Date	: 2017
Position held	: Internship
Job Description	: Consignment and philately division.

Nomor Ijazah (Certificate Number):
DLA/DH50Lb/D2/VIII/2014

AA 02706

POLITEKNIK TEDC BANDUNG

Memberikan Ijazah Kepada (Grants this Certificate to):

Nama Lengkap : **Yiki Dwi Randani Saputri**
 (Name)
 Tempat dan Tanggal Lahir : **Kudus, 22 Januari 1997 (Kudus, January 22, 1997)**
 (Place and Date of Birth)
 Nomor Pokok Mahasiswa : **D21141019**
 (Registration Number)
 Tahun Masuk : **2014**
 (Years)
 Program Pendidikan : **Diploma IV (4YR Diploma)**
 (Education Program)
 Program Studi : **Komputerisasi Akuntansi (Accounting Computerization)**
 (Program of Study)
 Tanggal Kelulusan : **3 Agustus 2018 (August 3, 2018)**
 (Date of Graduation)
 Akreditasi Program Studi : **TERAKREDITASI (Keputusan Badan Akreditasi Nasional Perguruan Tinggi Republik Indonesia No. 1144/SK/BAN-PT/Akred/Dpl-IV/XI/2015, Tanggal 7 November 2015)**
 (Program of Study Accreditation) (Accredited on The Decree of The National Higher Education Accreditation Republic of Indonesia No. 1144/SK/BAN-PT/Akred/Dpl-IV/XI/2015, as of November 7, 2015)

Ijazah ini diserahkan setelah persyaratan yang memenuhi semua persyaratan yang ditentukan dan kepadanya diimpahkan segala wewenang dan hak yang berhubungan dengan ijazah yang dimiliki, serta berhak memakai sebutan profesional **Sarjana Terapan Akuntansi (S.Tr.Ak.)**.

(This certificate is awarded after the requirements of the course have been completed and hereby the concerned person is granted the professional degree of **Sarjana Terapan Akuntansi (S.Tr.Ak.)**, with all of the rights and responsibilities inherent therein.)

Wakil Direktur Bidang Akademik,
(Vice Director of Academic Affairs),



Castaka Agus Sugianto, M.Kom., MCS,
NIDN. 0410048704



Drs. Sueb, M.Si., M.Pd.
NIP. 49580325 198103 1 003

Cimahi, 20 Agustus 2018 (Cimahi, August 20, 2018)
Direktur (Director),






POLITEKNIK TEDC BANDUNG

Jl. Politeknik - Pasantren Km. 2 Cibabat - Cimahi Utara 40513 Telp/ Fax. (022) 6645951,
Email : poltek_tedc@yahoo.com / public@poltektedc.ac.id Website : http://www.poltektedc.ac.id

DAFTAR NILAI

NAMA : Viki Dwi Ramdani Saputri
TEMPAT, TGL LAHIR : Kudus, 22 Januari 1997
NPM : D21141019
PROGRAM STUDI : Komputerisasi Akuntansi
KONSENTRASI : Komputerisasi Akuntansi

NO.	KODE	MATA KULIAH	SEMESTER	TAHUN AKADEMIK	SKS	HURUF MUTU	ANGKA MUTU
1	D201101	Pendidikan Agama (Religion)	I	2014/2015	3	A	4.0
2	D201102	Pancasila (Pancasila)	I	2014/2015	2	A	4.0
3	D201104	Bahasa Indonesia (Indonesian Language)	I	2014/2015	3	A	4.0
4	D201106	Matematika Dasar (Basic Mathematics)	I	2014/2015	3	B	3.0
5	D202103	Akuntansi Dasar 1 (Basic Accounting 1)	I	2014/2015	3	A	4.0
6	D202105	Pengantar Perpajakan dan KUP (Introduction to Taxation and KUP)	I	2014/2015	3	A	4.0
7	D202106	Pengantar Ekonomi (Introduction to Economics)	I	2014/2015	3	B	3.0
8	D202107	Pengantar Bisnis (Introduction to Business)	I	2014/2015	2	B	3.0
9	D204101	Komputer Dasar (Basic Computer)	I	2014/2015	2	A	4.0
10	D201205	Bahasa Inggris 1 (English 1)	II	2014/2015	2	A	4.0
11	D202204	Akuntansi Dasar 2 (Basic Accounting 2)	II	2014/2015	3	A	4.0
12	D202208	Hukum Bisnis	II	2014/2015	2	B	3.0
13	D202211	Pengantar Teknologi Informasi (Introduction to Information Technology)	II	2014/2015	2	A	4.0
14	D202212	Matematika Keuangan (Financial Mathematics)	II	2014/2015	2	B	3.0
15	D202301	Kewirausahaan (Civics)	II	2014/2015	2	A	4.0
16	D202309	Perilaku Organisasi (Organizational Behaviour)	II	2014/2015	2	A	4.0
17	D203211	Perpajakan 1 (PPh dan Metode Penghitungan)	II	2014/2015	2	B	3.0
18	D204202	Komputer Akuntansi 1 (Computer of Accounting 1)	II	2014/2015	2	B	3.0
19	D202301	Bahasa Inggris 2 (English 2)	III	2015/2016	2	A	4.0
20	D202413	Statistik Ekonomi (Statistics for Economics)	III	2015/2016	2	AB	3.5
21	D203212	Perpajakan 2 (PPh, BPHTB, PDRT & Bea Materai)	III	2015/2016	2	B	3.0
22	D203213	Perpajakan 3 (PPh, BPHTB, PDRT & Bea Materai)	III	2015/2016	3	A	4.0
23	D203301	Akuntansi Keuangan 1 (Financial Accounting 1)	III	2015/2016	3	B	3.0
24	D203303	Sistem Informasi Akuntansi (Accounting Information System)	III	2015/2016	3	AB	3.5
25	D203305	Akuntansi Biaya (Cost Accounting)	III	2015/2016	3	A	4.0
26	D203320	Sistem Basis Data (Database System)	III	2015/2016	3	A	4.0
27	D204303	Komputer Akuntansi 2 (Computer of Accounting 2)	III	2015/2016	2	AB	3.5
28	D202410	Kewirausahaan (Entrepreneurship)	IV	2015/2016	2	B	3.0
29	D202502	Bahasa Inggris 3 (English 3)	IV	2015/2016	2	A	4.0
30	D203402	Akuntansi Keuangan 2 (Financial Accounting 2)	IV	2015/2016	3	AB	3.5
31	D203406	Akuntansi Manajemen (Management Accounting)	IV	2015/2016	3	A	4.0
32	D203414	Akuntansi Perpajakan	IV	2015/2016	3	AB	3.5
33	D203418	Penganggaran	IV	2015/2016	3	A	4.0
34	D203507	Pengauditan 1	IV	2015/2016	2	AB	3.5
35	D203509.1	Akuntansi Sektor Publik	IV	2015/2016	2	A	4.0
36	D203522	Algoritma dan Bahasa Pemrograman	IV	2015/2016	3	A	4.0
37	D203701	Etika Profesi (Ethics of Profession)	IV	2015/2016	2	AB	3.5
38	D201507	Ilmu Sosial dan Budaya Dasar (Basic Culture and Social Science)	V	2016/2017	2	B	3.0
39	D203301	Akuntansi Keuangan 1 (Financial Accounting 1)	V	2016/2017	3	B	3.0
40	D203608	Pengauditan 2	V	2016/2017	3	AB	3.5
41	D203613	Analisis Laporan Keuangan (Financial Management Analysis)	V	2016/2017	3	A	4.0
42	D203623	Analisis Perancangan Sist. Informasi Akuntansi (Analysis of Accounting Information System Design)	V	2016/2017	3	A	4.0
43	D203624	Data Base Management System	V	2016/2017	2	A	4.0
44	D203716	Akuntansi Syariah (Sharia Accounting)	V	2016/2017	2	AB	3.5
45	D204504	Komputer Akuntansi 3 (Computer of Accounting 3)	V	2016/2017	2	A	4.0
46	D205402	Keselamatan dan Kesehatan Kerja (K3)	V	2016/2017	2	AB	3.5
47	D202615	Metodologi Penelitian	VI	2016/2017	2	A	4.0
48	D203417	Passer Modal (Capital Markets)	VI	2016/2017	3	A	4.0
49	D203510	Akuntansi Keuangan Lanjutan 2 (Advance Financial Accounting 2)	VI	2016/2017	3	A	4.0
50	D203613	Akuntansi Perbankan	VI	2016/2017	2	A	4.0
51	D204509	Jaringan Komputer (Networking)	VI	2016/2017	2	AB	3.5
52	D204605	Komputer Akuntansi 4 (Teknik Audit Berbasis Komputer)	VI	2016/2017	2	A	4.0
53	D204607	Pemrograman Visual (Visual Programming)	VI	2016/2017	2	A	4.0
54	D204706	Pemrograman Web (Web Programming)	VII	2017/2018	2	A	4.0
55	D204708	Pemrograman Visual Lanjutan	VII	2017/2018	3	A	4.0
56	D204710	Instansi Komputer	VII	2017/2018	3	A	4.0
57	D204711	Seminar Kerja Proyek	VII	2017/2018	3	A	4.0
58	D2048115	Pemeriksaan Pajak (Tax Auditing)	VIII	2017/2018	4	A	4.0
59	D205803	Praktik Kerja Lapangan (On Job Training)	VIII	2017/2018	4	A	4.0
60	D205804	Tugas Akhir (Final Project)	VIII	2017/2018	4	AB	3.5
Jumlah					151		222.0

INDEKS PRESTASI KUMULATIF : 3,71

PREDIKAT : Dengan pujian / Cumlaude

LULUS TANGGAL : 03 Agustus 2018

JUDUL TUGAS AKHIR : Perancangan dan Implementasi Sistem Informasi Simpan Pinjam Koperasi Berbasis Web (Studi Kasus Koperasi Usaha Paruhayunan). (Design and Implementation of Saving and Loan Cooperative Information System Based on Web Case Studies Paruhayunan Business Cooperative).

KK= HURUF MUTU; A=ANGKA MUTU; K=KREDIT SKS; M=MUTU (PERKALIAN A DAN K) PREDIKAT: BPK 3,5-4,0 DENGAN PUJIAN; 2,76-3,50 SANGAT MEMUASKAN; 2,00-2,75 MEMUASKAN

Cimahi, 20 Agustus 2018

Pembantu Dekan I,

Custika Agus S., MKom., MCS



Tac Tic Tax training
PELATIHAN & BIMBINGAN KONSULTAN PAJAK



S E R T I F I K A T

NOMOR : 039 / A.169 / TAX / XI / 2017

Menyatakan Bahwa :

VIKI DWI RAMDANI SAPUTRI

NOMOR INDUK : BR.169.17.039

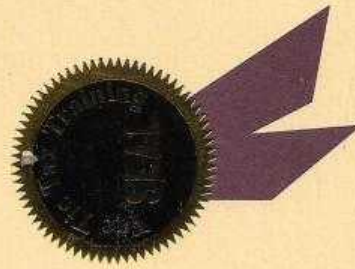
TELAH MENYELESAIKAN PELATIHAN PAJAK BREVET A, ANGKATAN 169
SEJAK TANGGAL 09 SEPTEMBER 2017 SAMPAI DENGAN 07 OKTOBER 2017
DAN KEPADANYA DINYATAKAN L U L U S DENGAN HASIL BAIK (B)



Bandung, 01 November 2017
Pimpinan Tac Tic Tax Training

MOCH. ARIEF RISMAN, SE., M.SI., BKP

Alamat : Jl. Wastukencana No. 31 Bandung 022 - 4221953
Izin Penyelenggaraan Pelatihan : 421.10/6555-Disdik/2014



DAFTAR NILAI MATERI PELATIHAN

- | | |
|--|----|
| 1. Ketentuan Umum dan Tata Cara Perpajakan A | 83 |
| 2. Pajak Penghasilan Orang Pribadi | 80 |
| 3. Pajak Pertambahan Nilai A | 80 |

MATERI YANG TIDAK DIUJIKAN

- | | |
|--|--|
| 1. Pajak Bumi Bangunan, BPHTB, Bea Meterai | |
|--|--|

NILAI TERTIMBANG**81,00**

Bandung, 01 November 2017
Pimpinan Tac Tic Tax Training


M. Arief Rismah, SE, M.Si., BKP

Keterangan : Kelulusan peserta dinilai dari Kehadiran (Minimal 90%) & Hasil Ujian



Tac Tic Tax training
PELATIHAN & BIMBINGAN KONSULTAN PAJAK



S E R T I F I K A T

NOMOR : 039 / B.169 / TAX / XI / 2017

Menyatakan Bahwa :

VIKI DWI RAMDANI SAPUTRI

NOMOR INDUK : BR.169.17.039

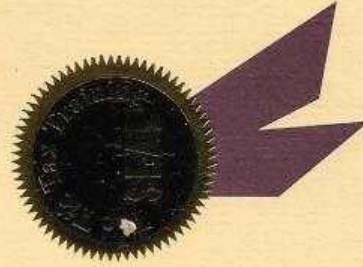
TELAH MENYELESAIKAN PELATIHAN PAJAK **BREVET B**, ANGKATAN 169
SEJAK TANGGAL 09 SEPTEMBER 2017 SAMPAI DENGAN 07 OKTOBER 2017
DAN KEPADANYA DINYATAKAN L U L U S DENGAN HASIL BAIK (B)



Bandung: 01 November 2017
Pimpinan Tac Tic Tax Training

MOCH. ARIEF RISMAN, SE., M.SI., BKP

Alamat : Jl. Wastukencana No. 31 Bandung 022 - 4221953
Izin Penyelenggaraan Pelatihan : 421.10/6555-Disdik/2014



DAFTAR NILAI MATERI PELATIHAN

1. Ketentuan Umum dan Tata Cara Perpajakan B	83
2. Pajak Penghasilan Badan	81
3. Pajak Penghasilan Pemotongan dan Pemungutan	80
4. Pajak Pertambahan Nilai B	80

MATERI YANG TIDAK DIUJIKAN

1. Akuntansi Pajak, Tax Planning, Pemeriksaan Pajak
2. E-spt

NILAI TERTIMBANG**81,00**

Bandung, 01 November 2017
 Pimpinan Tac Tic Tax Training



M. Arief Risman, SE., M.Si., BKP

Keterangan : Kelulusan peserta dinilai dari Kehadiran (Minimal 90%) & Hasil Ujian



TOEFL

No: 14.16/LP1PB-TEDC/VIII/2018

POLITEKNIK TEDC BANDUNG Certificate of Achievement

This is to Certify that

VIKI DWI RAMDHANI SAPUTRI

Registration Number : E21141019

Has achieved the following prediction scores on the paper based:

Test of English as a Foreign Language - Like Test

Subject	Raw Score
Listening Comprehension	50
Structure & Written Expression	49
Reading Comprehension	52
Total Raw Score	151
Total Score	503

Test Date : May 25, 2018
Valid Until : May 25, 2020


 Ds. Rudi M. Simorangkir, M.Pd.
 TEDC Language Centre,
 UPT PUSAT BAHASA
 No. 14.16/LP1PB-TEDC/VIII/2018
 0402015704

UPT PUSAT BAHASA
Jl. Politeknik - Pasantren Km 2 Cibabak - Cimahi utara, Jawa Barat 40513 Phone/Fax : (+6221) 6645551, Email : info@politeknik.ac.id




Accounting Department
Politeknik TEDC Bandung
Jl. Pesanten Km. 2 Cibabat
Cimahi 40513 West Java Indonesia
Telephone +62 22 6645951

Cimahi, 12 September 2017

Dedy Suryadi, SE., M.Ak., BKP., Ak., CA.
Ketua Jurusan/Head of Department

Ketua Jurusan/Head of Department


Drs. Sueb, M.Si., M.Pd.
Direktur/Director

Drs. Sueb, M.Si., M.Pd.
Direktur/Director

Nomor : 022C/JAK-TEDC/STFK/UK-L.1/09.2017
Number

Sertifikat Kompetensi
Certificate of Competence

diberikan kepada:
this is to certify that:

Niki Dwi Randani Saputri

Telah dinyatakan kompeten dalam Uji Kompetensi Akuntansi Level I pada tanggal 26 Agustus 2017, pada unit kompetensi:

Has been declared competent in the Level I Accounting Competence Test on August 26, 2017, on the competency unit:

Mengelola Buku Jurnal
Marriage the Journal Entries



Materi Uji Kompetensi Akuntansi Level I

No.	Kompetensi	Waktu	Aspek Yang Dinilai	Bobot
1.	Mengelola Buku Jurnal	120 Menit	Jurnal penjualan + Rekapitulasi	15
			Jurnal penerimaan kas + Rekapitulasi	15
			Jurnal pembelian + Rekapitulasi	15
			Jurnal Pengeluaran kas + Rekapitulasi	15
			Jurnal umum + Rekapitulasi	15
			Kartu persediaan	15
	Kerapian dan keberhasilan	10		
				100
2.	Mengelola Buku Besar	90 Menit	Posting ke dalam Buku Besar Umum	45
			Buku Pembantu – Piutang dagang	10
			Buku Pembantu – Utang dagang	10
			Neraca Saldo	25
			Ketelitian, Kerapian, Kebersihan	10
3.	Menyelesaikan Siklus Akuntansi	180 Menit	Jurnal Penyesuaian (<i>Adjustment Entries</i>)	20
			Kertas Kerja (<i>Worksheet</i>)	25
			Laporan Keuangan	30
			Jurnal Penutup	10
			Neraca Saldo Setelah Penutupan	5
			Ketelitian, Kerapian, Kebersihan	10
				100

*Kriteria kompeten adalah sama dengan atau lebih besar dari skor 70 untuk masing-masing kompetensi

Cimahi, 26 Agustus 2017
Ketua Pelaksana Uji Kompetensi Akuntansi Level I

Ttd.

Budi Upayarto, M.Si., Ak., CA.
No. Reg. MET.000.008710 2016

Microsoft

Microsoft | 77-882: MOS: Microsoft Office Excel 2010
Office Specialist | Examination Score Report

<p>CANDIDATE</p> <p>Viki Dwi Ramdani Saputri Pekalongan TEC Jl. Pemuda No. 10 Candi 10213 ID: D31141019@pekalongan.ac.id</p>	<p>EXAM</p> <p>77-882: MOS: Microsoft Office Excel 2010 Exam reference #: 2064878 DATE: 11/13/2015</p>
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RESULTS	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">Required Score</td> <td style="width: 90%; text-align: center;">700</td> </tr> <tr> <td style="width: 10%; text-align: center;">Your Score</td> <td style="width: 90%; text-align: center;">925</td> </tr> </table>	Required Score	700	Your Score	925
Required Score	700				
Your Score	925				

<p>SECTION ANALYSIS</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Managing the Worksheet Environment</td> <td style="width: 20%; text-align: center;">67%</td> </tr> <tr> <td>Creating Cell Data</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>Formatting Cells and Worksheets</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>Managing Worksheets and Workbooks</td> <td style="text-align: center;">75%</td> </tr> <tr> <td>Applying Formulas and Functions</td> <td style="text-align: center;">86%</td> </tr> <tr> <td>Presenting Data Visually</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>Sharing Worksheet Data With Other Users</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>Analyzing and Organizing Data</td> <td style="text-align: center;">100%</td> </tr> </table>	Managing the Worksheet Environment	67%	Creating Cell Data	100%	Formatting Cells and Worksheets	100%	Managing Worksheets and Workbooks	75%	Applying Formulas and Functions	86%	Presenting Data Visually	100%	Sharing Worksheet Data With Other Users	100%	Analyzing and Organizing Data	100%	<p>FINAL SCORE</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">REQUIRED SCORE: 700</td> <td style="width: 50%;">YOUR SCORE: 925</td> </tr> <tr> <td colspan="2" style="text-align: center;"> OUTCOME: Pass </td> </tr> </table>	REQUIRED SCORE: 700	YOUR SCORE: 925	OUTCOME: Pass	
Managing the Worksheet Environment	67%																				
Creating Cell Data	100%																				
Formatting Cells and Worksheets	100%																				
Managing Worksheets and Workbooks	75%																				
Applying Formulas and Functions	86%																				
Presenting Data Visually	100%																				
Sharing Worksheet Data With Other Users	100%																				
Analyzing and Organizing Data	100%																				
REQUIRED SCORE: 700	YOUR SCORE: 925																				
OUTCOME: Pass																					

IMPORTANT! CHECK YOUR TRANSCRIPTS FOR ACCURACY. Log in at www.demosoft.com with your certification exam username and password.
 Use the Microsoft® Learning Transcript app to learn more about the Microsoft® Learning Transcript. To make a transcript, go to the Learning Transcript app and follow the instructions. To make a transcript, go to the Learning Transcript app and follow the instructions. To make a transcript, go to the Learning Transcript app and follow the instructions.