

CURRICULUM VITAE



Personal Details

Full Name : Yepy Yopyda
Sex : Female
Place, Date of Birth : Boyolali, August 26, 1986
Nationality : Indonesia
Marital Status : Married
Height, Weight : 157 cm, 43 kg
Health : Perfect
Religion : Moslem
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Educational Background

1992 – 1998 : SD Negeri 1 Sambeng (Elementary School)
1998 – 2001 : SMP Negeri 1 Juwangi (Junior High School)
2001 – 2004 : SMA Negeri 3 Boyolali (Senior High School)
2004 – 2008 : S-1 Informatics Engineering ” Terakreditasi B ” at Stikubank University
of Semarang

Qualifications

Secretarial and administration Skills (Reservations, Scheduling, Payroll & Calculation , Salary calculation, Project Data Updating etc), Finance and Accounting.

Computer Literate (MS Word, MS Excel, MS Power Point, MS Access, MS Outlook, Adobe Photoshop, Ulead 9, Mambo Open Source, Delphi 6)

Internet Literate, English Proficient (Both Oral and Written).

Working Experience

1. PT. Primayudha Mandirijaya (Textile Company), Boyolali, Central Java
Period : April 2009 – May 2012
Position : Secretary to Director
2. PT. Hasasi International (Textile Company), Bandung
Period : June 2012 – February 2013
Position : Accounting Staff (AR)
3. Log In Megastore (Electronic Retail), Bandung
Period : November 2013 – Mei 2016
Position : Finance and Accounting Staff (Tax)

Job's Description

Secretary to director :

Reservation (Ticket, Hotel, Vacation etc), Arrange Appointment, Guest Arrangement (Driver and vehicle, Guest House, Ticket, Hotel etc), prepare and arrange Government Program (ITPT, LLD Report for BI etc), Prepare and renewal Company Lisence (NIK, TDP, APIP, Master List Lisence etc), Correspondence by email or letter (Company, Bank, Client etc), prepare and arrange office requirement (stationary, uniform, vehicle spare part, pantry needs etc), prepare and arrange PO raw material both import and local, follow up the shipment (by email and phone call) and prepare the expedition (container and truck), make stock report, material issue, daily production report and monthly report, payroll for staff, etc.

Software and application: Solomon (Company program), Ms.Excel, Ms. Accses, Ms. Outlook etc.

Accounting Staff (AR):

Make account receivable report (excel and program), make and print sales invoice and faktur pajak in program, entry payment, filling all AR document, Outstanding balance, Outstanding payment letter etc.

Software and application : ERP 9 (Tally), Ms. Excel, Ms. Outlook, Ms. Access, Visual Basic etc.

Finance and Accounting Staff (Tax) :

Entry PO, Receiving, Invoicing, Entry Giro Payable, Apply Giro, Clearing Giro, Entry all master and setup program, Entry Chart of Account, Entry Fixed Assets, Make Purchase Journal, Make Account Payable report, e-Faktur etc.

Software and application : Microsoft Dynamics GP, Artha for Retail, Ms. Excel, Ms. Outlook etc.

Sincerely yours,

A handwritten signature in dark ink, consisting of a stylized 'Y' followed by a horizontal line and a small circle.

(Yepy Yopyda, S.Kom)