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EXPERIENCE

2017 - 2022

Administration Officer, CV ERPINA LAMGANDA, DKI Jakarta

- Generated office correspondence and reports.
- Processed financial documents, expense reports, and invoices.
- Registered the company for procurement auction, prepared the required document, and ensured the procurement process is in line with the schedule.
- Responded to client and vendor inquiries via email and telephone, providing updated and accurate information.
- Developed and strengthened client relationships by delivering knowledgeable support.
- Applied well-developed communication, interpersonal and collaboration skills to build effective working relationships with clients and partners.
- Cultivated productive relationships with vendors and maintained open communication.
- Oversaw the company's B2B (Business to Business), electronic procurement, and electronic commerce accounts.
- Prepared shipping packages by printing packing labels and verifying orders.
- Remained up-to-date with tax issues and current tax laws.
- Prepared periodical and annual individual and corporate income tax returns.
- Prepared periodical and annual individual and corporate VAT (Value Added Tax) tax returns.
- Designed graphics for promotional and informational purposes.

02/2016 - 04/2016

Internship, Evercross, DKI Jakarta

Counted and stocked different types of merchandise for internal audit purposes.

SKILLS

- Reporting and Documentation
- Tax and Accounting Understanding
- File Management
- MS Office
- G Suite
- Adobe Photoshop
- CANVA
- SQL
- Critical Thinking and Problem-Solving
- Creative Thinking
- Communication
- Adaptable
- Attention to Detail

EDUCATION

2018 - 2022

**Associate Degree - Information Systems
Universitas Bina Sarana Informatika**

- GPA: 3.94
- Certified in Database Systems by IAIT

2015 - 2017

**Vocational High School - Accounting
SMKN 16 Jakarta**

- Certified in Accounting Competency by APKRINDO
- Certified Associate Tax Technician/CATT by PT PATRA CENDIKIA INTERNATIONAL

COURSES

- Data Analysis by Prestasi Junior & Cloudswyft (11/2021 - 02/2022)
- Workipedia Academy: Graphic Design by Ziliun (11/2021 - 12/2021)
- Ready, Set Code! Frontend Programming by Progate (10/2020 - 11/2021)
- Python Bootcamp by Sanbercode (07/2020 - 09/2020)
- Business Management Training (07/2016 - 08/2016)
- English Access Microscholarship Program (2014 - 2016)