



## Hardhy Somadijaya

### **Costumer Service / Finance Accounting**

Jl.Gatot Subroto, Bandung. Indonesia

nakysomadijaya@gmail.com

08974796890

## EDUCATION

1/2006 - 1/2009

SMKN 3 GARUT, Garut Indonesia

**High School Diploma in Akomodasi perhotelan**

## SKILLS

Abilities

- Adaptive & Flexible

- English

- MS. Office

- MYOB

## EXPERIENCE

11/2013 - Present

FIF Garut, Garut Indonesia

### **Admin**

1. Maintain existing financial systems including petty cash, expenses, mileage claims, income & expenditure records, process all payments through cashflow and monthly bank reconciliation.
2. Invoicing & purchase orders
3. Provide Management Committee with full monthly financial report
4. Assist with project financial related work as required

7/2012 - 10/2013

Baker's King, Garut Indonesia

### **Barista**

1. Deliver excellent customer service, at all times
2. Keep up to date with current promotions and new products
3. Make customers aware of offers on our great food and drink range

2/2010 - 6/2012

Sabda Alam Resort Hotel, Garut Indonesia

### **Front Office**

1. Checks in guest in an efficient and friendly manner, using guest name whenever possible. Assures that guest is assigned type of room requested and the correct rate is charged.
2. Checks out guest at end of stay. Ascertains guest satisfaction, collects keys, posts late charges and presents bill to guest. Settles bill accurately through credit card or cash transaction.
3. Utilizes a variety of computer systems to check guests in and out, run daily reports and select and block rooms for arriving guests.
4. Handles all guest interactions with the highest level of hospitality and professionalism, accommodating special requests whenever possible
5. Utilizes a variety of computer systems to check guests in and out, run daily reports and select and block rooms for arriving guests