

## Novita Damayanti



 Bandung, May 5, 1990  
 152 cm / 47 kg  
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### Profile

Resourceful, enthusiastic, convergent thinker with good academic background in Management, Accounting and positive interpersonal skills. Professionally committed and responsible. Adapt easily to new situations. Successfully handle a wide range of functions using a combination of creative, organizational, and computer skills.

### Educational Background

- |                      |                                  |                                |
|----------------------|----------------------------------|--------------------------------|
| • Field of Study     | :Economy (2008-2012)             | • Major : Operation Management |
| Institute/University | :Parahyangan Catholic University |                                |
| • Senior High School | (2005-2008)                      | • Major : Social               |
| College              | :Saint Aloysius School, Bandung  |                                |

### Organizational Background

2010-2011

Member of Parahyangan Investment Club

2010

Program Coordinator Division "Unpar visit to Kick Andy"

2009-2010

Creative Staff Division Unpar Radio Station

2009

Event Mentoring "Orientasi Studi dan Pengenalan Kehidupan Komunitas Akademik UNPAR"

Fund Coordinator Division "Donor Darah LKM UNPAR"

Publication Section "Malam Keakraban Manajemen 2008" UNPAR

Consumption Section "Monopoly Business Competition" UNPAR

### Non-formal Education

2015

Service Quality Training by SQ

2014

Business Development Executive Training Bank CTBC

2013

Basic Accounting Training Accor (All Seasons Thamrin Hotel)

2008

Accountant Course

## Hobbies / Interest



**Reading**



**Listen Music**

## Top Skills / Strong Points

### Skill

Microsoft Office (word, excel, powerpoint, etc)  
System handling (Realta, Mj Acct, HFE, HUB)  
Time Management  
Team player  
Fast Learner  
Able to Adapt easily  
Hardworker

## Languages

(Proficiency: 0=Poor - 10=Excellent)

Language	Spoken	Written
Bahasa Indonesia	9	9
English	8	8

## Miscellaneous

- Willing to Travel : Yes
- Willing to Relocate : Will Consider

## Job Experience

### 2010-2013

Koordinator F&B Wedding reception at PT.Deruzzi Wisata Indah

Duty and Responsibility :

- Checking condiments in all stall area event.
- Organize Food and Beverage stall.
- Coordinate with Event/Wedding Organizer.

Staff Accounting at PT.Deruzzi Wisata Indah

Duty and Responsibility :

- Reporting account payable,sales,account receivable,purchase.
- Reconcile transactions and upload to system. (Mj-Acct)
- Communicate with supplier to process payment.

### 2013

Account Payable Staff at All Seasons Thamrin Hotel(Accor Group) Pre Opening team

Duty and Responsibility :

- Review and verify invoices with Purchase Order (PO)
- Reporting
- Scheduling Payment, communicate with supplier.
- Reconcile transactions and upload to system (Realta)

### 2014

Business Development Executive Bank CTBC Indonesia Sub Branch Juanda Bandung

- Selling banking product to customer.
- Create and organized events for customer.
- Provide excellent service to new and existing clients.
- Building and strengthening profitable customer relationship

### 2015 – Aug 2016

Staff Teller Advance HSBC Bank Bandung

- Serve customer with financial transactions in local and foreign currency.
- Reconcile transactions and upload to system (HFE System)
- Handling complaints customer.
- Reporting.