

DIANA MARYANA

PERSONAL INFORMATION



- Gender : Female
- Place, Date of birth : Bandung, 18th May 1982
- Marital Status : Married
- Religion : Islam
- Nationality : Indonesian

EDUCATION **FORMAL**

- 2011 – 2013 Trisakti University, Jakarta, Indonesia
Faculty Of Economic, Majors Accounting (S2)
(Master Degree), GPA: 3.50, scale 4.00
- 2001 – 2006 Sangga Buana University, Bandung, Indonesia
Faculty Of Economic, Majors Accounting (S1)
(Bachelor Degree), GPA : 3.03, scale 4.00
- 1997 - 2000 SMUN 12 , Bandung
1994- 1997 SMPN 18 , Bandung

NON FORMAL

- 2008 Yayasan Administrasi Indonesia (Y.A.I) Course
Brevet Tax A & B

WORK EXPERIENCE

- March 2012 – October 2014 Accounting and Tax Consultant,
PT. Evergreen Hans, Jakarta.
- January 2009- Feb 2012 Accounting Staff
PT Tambora Semesta Nusantara , Jakarta
(Tambora Dive Cruises)
- April 2006-December 2008 Accounting Staff
PT. Prabusakti Cipta Nusantara
(Public Relation Consultant)

TAMANSARI BAWAH NO 295/59 RT06 RW13 BANDUNG

☎ MOBILE 0812.8711.3250 / 0812.9100.7077

Email : deana_maryana@yahoo.com

JOB EXPERIENCE

March 2012 – October 2014 **PT. Woojin Electro Nite Ind.**, in this client my job desk are:

- SPT PPh 21, PPh 23, PPh 4(2), PPh 25/29, PPN.
- Prepare Daily Report and Cash Opname.
- Prepare Bank Reconciliation.
- Prepare Monthly Financial Report and Annual Financial Report.
- Prepare Consulting Report and Audit Report.
- Check Journal and General Ledger.
- Check purchase and sales voucher.

March 2012 – October 2014 **PT. Indonesia Pos Chosun Ref**, in this client my job desk are:

- SPT PPh 21, PPh 23, PPh 4(2), PPh 25/29, PPN
- Prepare Bank Reconciliation and Cash Opname.
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