



# ZALZA SHABILA PUTRI

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**LinkedIn:** <https://id.linkedin.com/in/zalza-shabila-putri>

## SUMMARY

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A Fresh graduate in Catering Industry Management, who loves to explore new challenges and environments. I see my myself as a disciplined person and i have a good time management. I can work well both individually and with in team. Also easy to adapt in every condition.

## WORK EXPERIENCE

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### Finance Intern - Sheraton Bandung Hotel & Towers

Jan 2023 - Jun 2023

#### Account Payable

- Managing invoices from all vendors monthly
- Ensuring the price that posted on system match with actual invoices for regular vendor
- Preparing disbursement voucher for weekly payment
- Assisting Account Payable Officer preparing AP journal weekly
- Processing journal entry temporary vendor

#### Income Audit

- Reconciling banquet event order to ensure there is no discrepancies
- Reconciling revenues on daily basis via back up page
- Ensuring all paid-outs, rebates and allowances are being properly approved in accordance with the hotel LSOP
- Preparing daily package executive on daily basis
- Checking general cashier daily report
- Preparing income journal adjustment entries
- Establishing of proper filing system, to allow easy to required documents for disbursement, audit purpose, reference, etc

#### Account Receivable

- Recording and reconciling credit card payments on daily basis

#### Receiveing cum Cost Control

- Ensuring the quality and quantity of goods according to purchase order
- Ensuring that the item that arrived in good packaging condition and is not past its expiration date
- Inputing item received on that day into the system
- Preparing the receiveing records monthly
- Verifying the receiveing records match with the actual invoices

#### General Cashier

- Preparing general cashier report

## EDUCATION

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### Bachelor of Catering Industry Management

2020 - 2024

#### Indonesia University of Education

- GPA: 3.88/4.00
- Major in Pastry
- Thesis on "GENERATION Z'S PERCEPTION OF TRADITIONAL DOCANG FOOD AND ITS IMPACT ON PURCHASE INTENTION".

ORGANIZATION EXPERIENCE

Golf UPI Kominfo Staff Division	Jun 2022 - Jan 2023
Senam UPI Member	Jun 2022 - Dec 2023
IBAF UPI Member	Jun 2022 - Nov 2023

HONOR AND AWARDS

- Top 2 Business Event Planner 2022 | KPI 12
- Top 3 Bidding Event Planner 2023 | KPI 13

CERTIFICATIONS

Event Planner Convention and Event Planning Job Skills Badan Nasional Sertifikasi Profesi (BNSP)	Jun 2023 - Jun 2026
Qualification Level 5 Hospitality Sector Food Production Sub Sector (Supervision and Administration) Badan Nasional Sertifikasi Profesi (BNSP)	Nov 2023 - Nov 2026

ADDITIONAL INFORMATION

Languages :	Skills:		
• Indonesia	• Galaxy Lightspeed	• Microsoft Office	• Management Time
• English.	• Emerald System	• Communication	• Filing and Reporting
	• VHP	• Detail Oriented	





KEMENTERIAN PENDIDIKAN, KEBUDAYAAN  
RISET DAN TEKNOLOGI  
UNIVERSITAS PENDIDIKAN INDONESIA  
FAKULTAS PENDIDIKAN ILMU PENGETAHUAN SOSIAL

Jalan. Dr.Setiabudhi Nomor 229 Bandung 40154  
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Laman : [www.fpiips.upi.edu](http://www.fpiips.upi.edu) - e-mail : [fpiips@upi.edu](mailto:fpiips@upi.edu)

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**SURAT KETERANGAN**

Nomor : 4470/UN40.F2.D1/PK.05.00/2024

Dekan Fakultas Pendidikan Ilmu Pengetahuan Sosial (FPIPS) Universitas Pendidikan Indonesia (UPI), menerangkan bahwa :

Nama : Zalza Shabila Putri  
Tempat/ Tanggal Lahir : Cirebon, 25 Januari 2001  
Nomor Induk Mahasiswa : 2003848

**TELAH LULUS UJIAN SIDANG SARJANA PARIWISATA (S.Par)**

Departemen/Program Studi : Manajemen Industri Katering  
Tanggal Ujian : 28 Mei 2024  
Dengan IPK/Yudisium : 3,88 ( Pujian )

Surat keterangan ini berlaku sampai dengan diterbitkannya ijazah yang bersangkutan.

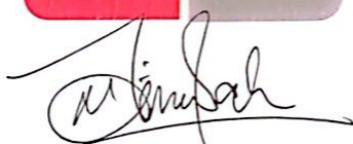


Bandung, 30 Agustus 2024  
Wakil Dekan Bidang Akademik

Prof. Dr. H. Mamat Ruhimat, M.Pd.  
NIP 196105119860110022.





  
Mohamad Amrullah

Human Resources Manager

  
Astri Maretsa Hardjani

Director of Finance

**Marriott**  
INTERNATIONAL

**Marriott International**

takes great pleasure in awarding  
this certificate to

**Zalza Shabila Putri**

in recognition of successful completion of 6 months

**marriotternship**

**In Finance Department**

**2 January 2023 – 2 July 2023**

**SHERATON BANDUNG HOTEL & TOWERS**

Hotel Name

**July 2<sup>nd</sup>, 2023**

Date



BADAN NASIONAL  
SERTIFIKASI PROFESI  
INDONESIAN PROFESSIONAL  
CERTIFICATION AUTHORITY

## SERTIFIKAT KOMPETENSI CERTIFICATE OF COMPETENCE

82301.3332.5.0000018.2023

Dengan ini menyatakan bahwa,  
*This is to certify that,*

**Zalza Shabila Putri**

No. Reg. PAR.1950.00018 2023

Telah kompeten pada bidang:  
*Is competent in area of :*

Jasa Penyelenggara Pertemuan, Perjalanan Insentif,  
Konferensi dan Pameran (MICE)  
*Meeting, Incentive, Conference and Exhibition*

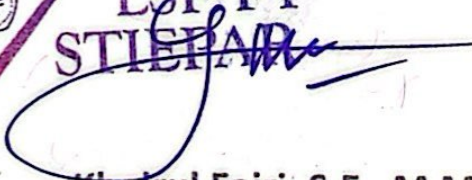
Dengan Kualifikasi / Kompetensi :  
*With Qualification / Competency :*

**Keahlian Pekerjaan Perencana Konferensi dan Acara**  
*Event Planner*

Sertifikat ini berlaku untuk : 3 (Tiga) Tahun  
*This Certificate is valid for : 3 (Three) Years*  
Bandung, 17 Juni 2023

Atas Nama (On Behalf of)

Badan Nasional Sertifikasi Profesi/ Indonesian Professional Certification Authority  
Lembaga Sertifikasi Profesi STIEPAR YAPARI/ Professional Certification Body  
STIEPAR YAPARI

  
LSP P1  
STIEPAR

**Khoirul Fajri, S.E., M.M.**

Ketua  
Chairman





11828143



BADAN NASIONAL  
SERTIFIKASI PROFESI  
INDONESIAN PROFESSIONAL  
CERTIFICATION AUTHORITY

## SERTIFIKAT KOMPETENSI CERTIFICATE OF COMPETENCE

No. 55110 5120 5 0000263 2023

Dengan ini menyatakan bahwa,

*This is certify that,*

**Zalza Shabila Putri**

No.Reg. PAR.136.00789 2023

Telah kompeten pada bidang:

*Is competent in the area of:*

**FOOD PRODUCTION**

*FOOD PRODUCTION*

Dengan Kualifikasi / Kompetensi :

*with Qualification / Competency :*

**JENJANG KUALIFIKASI 5 BIDANG HOTEL SUBBIDANG FOOD  
PRODUCTION (SUPERVISION AND ADMINISTRATION)**

*Qualification Level 5 Field Of Hotel Sub-Field Of Food Production  
(Supervision And Administration)*

Sertifikat ini berlaku untuk: 3 (tiga) Tahun

*This certificate is valid for: 3 (three) Years*

Bandung, 02 November 2023

Atas Nama Badan Nasional Sertifikasi Profesi

*On Behalf of Indonesian Professional Certification Authority*

**Lembaga Sertifikasi Profesi Pariwisata Bhakti Persada**

*Bhakti Persada Tourism Professional Certification Body*

**LSP PARIWISATA**

**BHAKTI PERSADA**

**R. HANDOJO WIDODO**

Direktur

*Director*

