

Elly Ermawati

Jln. Sumatra Gg. H.M Bhakri Jombang Rawa Lele
RT.005/RW.007 Jombang Ciputat Tangerang Selatan

☎082110671486

Email: ellyerma89@gmail.com



Desired Position

- * Staff Accounting
- * Staff Finance

Work Experience

- * **Accounting Staff at PT. ADIWARNA GEMILANG**

(Jan 2011 – Now)

Capabilities and Expertise

- * Creating a collection of accounts receivable
- * Analyze accounts receivable overdue
- * Prepare Purchase order for operational company
- * Creating sales Invoice in to Zahir software Accounting
- * Creating Purchase Invoice in to Zahir software Accounting
- * Creating receivable payment transactions to the zahir software accounting
- * Inputing Financial Transaction to Zahir software accounting
- * Creating Tax Invoice
- * Handling daily transaction petty cash and bank
- * Prepare daily cash flow report

Personal Data

- * Name : Elly Ermawati
- * Religion : Islam
- * Place, date of birth : Solo, July 29 1992
- * Sex : Female
- * Status : Married
- * Health : Well

Habits and behavior

- * Dicipline
- * Honest
- * Responsible
- * Friendly
- * Working hard with the team or his own well

Education Background

∞ Formal

- Politeknik Swadarma Diploma III Akuntansi (2010-2013)
- Senior High School at SMK Puspita Bangsa (2007-2010)
- Junior High School at SKB Jakarta Selatan (2004-2017)
- Elementary School at SDN Mranggen II Sukoharjo (1998-2004)

Organization

- * OSIS SMK Puspita Bangsa (2007-2009)

Training and seminars

- * Participant seminar "Transfromnation " (2016)
- * Participant seminar "The Missing Power" (2016)
- * Participant seminar "Pelayanan Prima Terhadap kolega" (2013)
- * Participant seminar "Pemuda Tanpa Narkoba" (2010)
- * Participant seminar "Cerpen" (2008)
- * Participant seminar "Kewirausahaan" (2007)