



# PUTRI RIZKI ISTIQOMAH

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Jl H. Saimin No. 14 RT 01 RW 03 Pondok Cabe Ilir Pamulang Tangerang Selatan

Results-oriented accountant with two years of experiences. I am eager to share and contribute my knowledge and interpersonal skills as well as professional experiences for the betterment and succes of the organization.

## Work Experiences

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### Ijtihad Aqiqah Catering - Pamulang Tangerang Selatan

Apr 2021 - Jul 2022

#### Finance & Accounting Staff

- Documenting and producing financial reports for the company, managing company financial administration and creating cost budgets for the company.
- Accountable for making purchases, determining the demands of the company's goods and services, choosing the best supplier or vendor depending on the company's budget, and determining the viability of proposed products and services using research data.
- Planning and developing supply chain strategies, successfully setting up supply chain to deliver goods on schedule, cut costs, boost business efficiency, and increase the amount of raw materials available.
- The ability to successfully create a business process aids the organization in making decisions on how to move forward, expand, and develop the firm.
- Responsible for determining the physical inventory of goods, connecting inventory data with tangible objects, both in terms of the commodities form and their nominal worth or number items
- Process employee payroll

### PT. Pertamina Training & Consulting - Gambir Jakarta Pusat

Nov 2020 - Mar 2021

#### Admin Billing Internship

- Keeping track of activities, official travel, and employee overtime
- Invoice creation via SAP
- Responsible for draft bill
- Make acceptance report regarding operations, overtime, and service
- Verification of the official travel letter's value declaration

### Insitut Tazkia - Sentul City Bogor

Sep 2018 - Jul 2019

#### Student Supervisor

- Fostering and supervising first-year students in the STEI TAZKIA matriculation dormitory.
- Responsible for fostered students.
- Organizing and supervising all events and dorm activities.

### Insitut Tazkia - Sentul city Bogor

Sep 2018 - Jul 2019

#### Assistant Lecturer

- Teaching lessons of principles of accounting I
- Teaching lessons of statistic
- Teaching lessons of principle of economic

### Lembaga Amil Zakat DASI NTB - Mataram NTB

Jun 2017 - Aug 2017

#### Finance & Accounting Internship

- Calculate the incoming ZIS funds then record and input into the system
- Make a daily income ZIS funds report
- Petty Cash
- Cash Flow

## Education Level

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### Institute Tazkia - Sentul City Bogor

Aug 2014 - Jul 2018

#### Bachelor Degree in Accounting Information System

- 2nd Winner Tazkia Accounting Competition Kampus
- Finalis of National Islamic Economic Olympiad on Temu Ilmiah Nasional
- The Best Al Qur'an Lovers Matriculation Program

## Organisational Experience

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**KSEI PROGRES - Kelompok Studi Ekonomi Islam Pelopor Gerakan Ekonomi Syariah**  
*Vice Chairman Division of External & Affair Relation*

Jul 2015 - Jul 2017

**KAMMI - Kesatuan Aksi Mahasiswa Muslim Indonesia**  
*Treasurer*

May 2017 - Feb 2018

## **Skills, Achievements & Other Experience**

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- **Hard Skills:** Microsoft Excel, MYOB, Oracle, SAP, Paper.id
- **Soft Skills:** Communication skills, Careful, Teamwork, Transparency and honesty,