



# ASYIFA FAUZIAH

## ACCOUNTING



### EDUCATION

**National of University, South Jakarta**  
**2013 – 2017**  
**Bachelor of Economy Accounting, Tax studies**  
**Grades 3,40 out of 4,00**  
**Vacational High School of 16, Central Jakarta**  
**2009 – 2012**  
**Secretary, Grades 8,40**

#### EDUCATION CERTIFICATED

✍ (2011) **English Course, LBPP LIA**  
✍ (2016) **Tax Brevet A & B, National of University**



### ACHIEVEMENTS

**3rd Winner - 2017**  
**Smart Solution Reward Program – Customer Service Officer BCA at Kebayoran Baru Branch of South Jakarta**  
**2nd Winner - 2007**  
**Table Tennis tournament Junior High School 275 East Jakarta**  
**2nd Champion – 2010**  
**Peringkat 2 Kelas X Secretary tahun ajaran 2009 – 2010**

### WORK EXPERIENCE



**2024** **PT Midea Electronics Indonesia**  
**Account Payable Specialist (22 Feb 24 – July 2024)**  
Provide documents related to AP based on request, Process payment request documents for payment process, Perform month-end closing and reporting, Operating Oracle System for Payment Process, etc

**2023** **PT Global Astha Niaga (Blibli OMG) - (15 Mar - 28 Dec)**  
**Finance & Accounting**  
Prepare general ledger/Journal entries, Reconciling accounts, Prepare payment, Ensure all invoice/payment paid timely, Bank Reconcille, Listing, Operating Odoo System for supporting Finance report, Support all the Finance & Accounting task on daily basis, etc

**2019-2023** **PT. Jaya Express Transindo (3 years 3 months)**  
**Account Receivable (20 Feb 20 – 15 Feb 23)**  
Support Finance & Accounting Department for communication global, Making invoice for vendor/client, Operating SAP and Oracle System for Billing Process, Monitoring and follow up about payment invoice, Crosscheck shipping list for validity data with sistem, Ensure all order case closed, Reconcille for collection, Meticolous, Communicative, Teamwork, Honest, and Well-Behaved

**2019** **Admin COD (4 Nov 19 – 20 Feb 20)**  
Bank Reconciliation, Ensure the flow of incoming funds in accordance with the company system, EDC Stock Opname, Daily Report, etc

**2018** **Bank Indonesia (16 May – 31 Oct)**  
**Receptionist**  
Greeting, Serving Guest, Daily Reports, Paging call etc

**2018** **PT Bank Central Asia Tbk/BCA (3 years)**  
**Customer Service Officer**  
Handling complaint, Handling telephone, Opening account, Telling solutions, Selling product, Registration e-channel, daily and monthly report, filling, etc

**2015** **PT Electronic City Indonesia, Tbk ( 2 years 9 months )**  
**Customer Care and Cashier**  
Handling complaint, Handling telephone Payment transaction, Ci – Co and Sales Return product, promolist, selling product, Daily report, etc

**2013** **Hippo Power Bank (6 months)**  
**Promotor**  
Selling Product, Daily and Monthly Report



### ORGANIZATION EXPERIENCE

- ✓ Theatre Ghanta Univ Nasional 2013 - 2014
- ✓ Paskibraka & English Club SMK N 16 Jakarta 2009 - 2011
- ✓ Flash Mob Jakarta Selatan 2010 - 2011

Born and raised in Jakarta. My previous job is a Account Payable Specialist at Midea Electronics Indonesia Company. I'm a Bachelor of Accounting degree from National of University.

Through my work experiences, I have been a equipped herself with the understanding of working process and how to work with others in team or individuals.

I'm a type of person who is responsible, thorough, persistent, antusias, cooperative, has a good communication skill, and willing to learn.

### PERSONAL DETAILS

**Asyifa Fauziah**

**D.O.B** : May, 2<sup>nd</sup> 1995

**Sex** : Female

**Height/Weight** : 160 cm / 51 kg

**Nationality** : Indonesia

**Udayana – Cililitan Besar No.40 Rt 009/03 Kebon Pala Makasar, East Jakarta 13650**

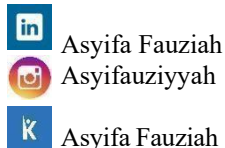
**0815 7400 9879**

**asyifauziyyah@gmail.com**

### SKILLS

Customer service, Administration, Secretary, Finance, Leadership, Communication, English Speaking (Intermediate), Accounting, Tax, Organization, SAP system, Oracle System, Odoo Svstem

### SOSIAL NETWORK



Asyifa Fauziah

Asyifauziyyah

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