

# CURRICULUM VITAE

## ADELA PURNAMA

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I've got my bachelor degree in Tazkia Islamic Institute majoring in Islamic Accounting and I've got my IT Professional certification in CCIT-FTUI. Currently working at PT YOKOGAWA INDONESIA as Finance Officer. I'm a hardworker and love to learn a new things.



### PERSONAL INFO

Place of birth	Kotabumi, Lampung Utara
Date of birth	September 09 <sup>th</sup> , 1998
Gender	Female
Religion	Moslem
Marital Status	Single
Address	Komplek Legenda Wisata, Nobel O2/18 Kec Gn Putri Kel Wanaherang Kab Bogor, Cibubur, Jawa Barat kodepos 16968
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### FORMAL EDUCATION

Level	Place	Period
University	Institute Tazkia, Sentul Major : Islamic Accounting GPA : 3.43	2018-2020
Profession cerified	CCIT – Faculty of Engineering at University of Indonesia, Depok Diplome of NIIT Certified at Faculty of Engineering Major : Sharia Banking Information Technology GPA : 3.19	2016-2020
Senior High School	SMA Labschool Kaizen, Bekasi	2013-2015

### PROJECT EXPERIENCES

Specification	Description	Period
Developing and design BMT NU Pringsewu Mudharaba Web Application with Laravel	<ul style="list-style-type: none"> <li>- My responsibilities are: Design business measures: Business Process, Form Requirement, Revenue, Mudharaba Transactions and Ledger</li> <li>- Design mock-up &amp; data flow across functional units</li> <li>- Coordinate with related functional units for data preparation and processing</li> <li>- Implement the programming</li> </ul>	2020

### EMPLOYMENT EXPERIENCES

Specification	Description	Period
Finance Intern at PT BUKAKA Teknik Utama, Cileungsi Bogor	<ul style="list-style-type: none"> <li>- Entry data for account payables and receivables</li> <li>- Invoice checking</li> <li>- Sorting invoice data</li> <li>- Calculate and entry the expenses data and etc</li> </ul>	February 2020
Part time private teacher at Rumah Pintar (RUPIN) Depok	<ul style="list-style-type: none"> <li>- Teaching reading and writing for toddlers</li> <li>- Helping with homework for elementary levels</li> <li>- Teaching the moduls from Rumah Pintar Depok for elementary levels</li> </ul>	2019
Finance Officer Staffs at PT YOKOGAWA INDONESIA	<ul style="list-style-type: none"> <li>- Process employee reimbursable vouchers</li> <li>- Process employee business trip</li> <li>- Account Payable data entry for vendors using SAP</li> <li>- Checking bank guarantee details</li> <li>- Checking tax invoices for certain vendors</li> <li>- Making report using SAP data</li> <li>- Person in charge and helpdesk for SAP CONCUR</li> </ul>	

### JOB TRAINING / SEMINAR EXPERIENCES

Specification	Description	Period
Brevet AB + e-SPT at FEB University of Indonesia	Taxation course	October 2018 – March 2019
National Webinar Lesson Learned / Strategi Negara-	This national webinar was developed by Laboratory of	October 15 <sup>th</sup> , 2020

Negara ASEAN dalam Memulihkan Industri Pariwisata Akibat COVID 19 dan Respon Global	Inetrnational Organization. Discuss about various solutions and innovations in the tourism industry from various perspectives in the asean countries such as thailand, Malaysia, Vietnam and others	
PACTA (Professional Accountant Talk) Tax policy supporting Economic Recovery During Covid-19 and Facing the New Normal	This webinar was developed by Universitas Sriwijaya and discuss about tax regulations according to the conditions during covid 19	October 24 <sup>th</sup> , 2020
Trainning PROLM / Propectic Leadership and Management Wisdom (Fundamental Modul)	This seminar was developed by PROLM Dr. Syafii Antonio, M.Ec. This seminar discuss about how our mental should be build as a leader based on our prophet Muhammad SAW	December 14-15 <sup>th</sup> , 2016
Kajian Bulanan Sukses Kaya Bahagia Spesial Seminar Nasional PRESENT 2017, Gerakan Wakaf Mushaf dan Tebar Hijab Untuk Negeri	This seminar was developed by Progres Sharia Economics Event (PRESENT). Discuss about some tips and motivation for our spritual gains through the happiness dunia and akhirah	March 12 <sup>th</sup> , 2017
Public Speaking Trainning	Developed by Himpunan Mahasiswa Akuntansi Syariah Tazkia (HAMAS). Discuss about some tips about public speaking so we can speak freely and properly in public	March 16,19,21,and 23 <sup>th</sup> , 2018
	This seminar was developed by Himpunan Mahasiwa Hubungan Internasional Univesitas Brawijaya. Discuss about some motivation and enterpeneur tips during covid 19	October 11 <sup>th</sup> , 2020

## CERTIFICATIONS

Specification	Description	Period
Diplome of NIIT Certified at Faculty of Engineering CEP CCIT-FTUI	Sharia Banking Information Technology	November 21 <sup>th</sup> , 2020
TOEFL	By Tazkia Language Centre - IAI Tazkia , Score 507	October 21 <sup>th</sup> , 2020

<b>LANGUAGE</b>
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<b>Specification</b>	<b>Capability</b>
English	Superior
Arabic	Superior
Japanese	Upper Basic
Indonesian	Native