CURRICULUM VITAE

ADELA PURNAMA

(+62) 81211870466

Adelapurnama09@gmail.com

I've got my bachelor degree in Tazkia Islamic Institute majoring in Islamic Accounting and I've got my IT Professional sertification 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 th , 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	
Mobile	+62 81211870466	
Linkedin	https://www.linkedin.com/in/adela-purnama-5667401b9	

FORMAL EDUCATION

Level	Place	Period
University	Institute Tazkia, Sentul 2018-2	
	Major : Islamic Accounting	
	GPA: 3.43	
	CCIT – Faculty of Engineering at University	
	of Indonesia, Depok	
	Diplome of NIIT Certified at Faculty of	
Profession cerified	Engineering	2016-2020
	Major : Sharia Banking Information	
	Technology	
	GPA: 3.19	
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	 My responsibilities are: Design business measures: Business Process, Form Requirement, Revenue, Mudharaba Transactions and Ledger Design mock-up & data flow across functional units Coordinate with related functional units for data preparation and processing Implement the programming 	2020

EMPLOYMENT EXPERIENCES

Specification	Description	Period
Finance Intern at PT BUKAKA Teknik Utama, Cileungsi Bogor	 Entry data for account payables and receivables Invoice checking Sorting invoice data Calculate and entry the expenses data and etc 	February 2020
Part time private teacher at Rumah Pintar (RUPIN) Depok	 Teaching readiing and writing for toodlers Helping with homework for elementary levels Teaching the moduls from Rumah Pintar Depok for elementary levels 	2019
Finance Officer Staffs at PT YOKOGAWA INDONESIA	 Process employee reimbursable vouchers Process employee business trip Account Payable data entry for vendors using SAP Checking bank guarantee details Checking tax invoices for certain vendors Making report using SAP data Person in charge and helpdesk for SAP CONCUR 	

JOB TRAINING / SEMINAR EXPERIENCES

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

Memulihkan Industri Pariwisata Akibat COVID 19 dan Respon Global PACTA (Professional Accountant Talk) Tax policy supporting Economic Recovery During Covid-19 and Facing the New Normal Trainning PROLM / Propectic Leadership and Management Wisdom (Fundamental Modul) Kajian Bulanan Sukses Kaya Bahagia Spesial Seminar Nasional PRESENT 2017, Gerakan Wakaf Mushaf dan Tebar Hijab Untuk Negri Public Speaking Trainning Public Speaking Trainning Public Speaking Trainning Paramata Accountant Talk) Tax policy supporting Economic Recovery During Covid-19 and Facing the New Normal This seminar was developed by Universitas Sriwijaya and discuss about tax regulations according to the conditions during covid 19 Trainning PROLM / 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 Kajian Bulanan Sukses Kaya Bahagia Spesial Seminar Nasional PRESENT (PRESENT). Discuss about some tips and motivation for our spritical gains through the happiness dunia and akhirah Developed by Himpunan Mahasiswa Akuntansi Syariah Tazkia (HAMAS). Discuss about some tips about public speaking so we can speak freely and properly in public This seminar was developed by Himpunan Mahasiwa Hubungan Internasional Univesitas Brawijaya. Discuss about some motivation and enterpeneur tips during covid 19	Negara ASEAN dalam	Inetrnational Organitzation. Discuss	
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		Internasional Univesitas Brawijaya.	
enterpeneur tips during covid 19		Discuss about some motivation and	
		enterpeneur tips during covid 19	

CERTIFICATIONS

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

LANGUAGE

Specification	Capability
English	Superior
Arabic	Superior
Japanese	Upper Basic
Indonesian	Native