

Faliza Hafidhotul Fauziah

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OBJECTIVE

Graduates of Tazkia Institute majoring in Sharia Accounting with a GPA of 3.50 who have an interest in finance, accounting and auditing. I like to analyze, count and browse. Have a conscientious personality, are responsible and can work in teams. Participating in PT. Ammana Fintek Syariah to expand my knowledge of finance and implement and share my insights in the team to be able to improve performance together

WORK EXPERIENCES

Tetacil Playclub

Finance

(July 2021 - November 2021)

Create an invoice

Recording cashflow

Make a financial report

PT Taxand Adi Consultama

Tax Staff (Internship)

(July 2020 - August 2020)

Client financial statement analysis

Calculate PPh21 and PPh23

Entry E-SPT Masa

Make an E-Faktur

Smart Solution Persada

Private Teacher

(November 2018 - Present)

Providing additional academic tutors

Making teaching materials in math lessons

Succeed in increasing student grades by optimizing the learning system

EDUCATION

Tazkia Institute

Bachelor's Degree Sharia Accounting

(September 2017 - November 2021)

3.50

Husnul Khotimah Islamic Boarding School

Science

(August 2014 - May 2017)

ORGANIZATION EXPERIENCES

Head of Division Communication and Information of KAMMI Tazkia

(January 2021 - Present)

Managing social media

Create a design to optimize an event

General Secretary of BEM REMA Institut Tazkia

(June 2019 - December 2020)

Collecting and responsible for the entire administration of 13 student organizations and 6 ministries

Organizing schedules of student organization activities

Liaison between other campus BEM with BEM REMA Institut Tazkia

Responsible for all reports of student organizations' accountability

Secretary of Ministry of Research and Development of BEM

(October 2018 - May 2019)

Do research on student needs

Processing data as a basic material for student development

Quality control for each member of BEM REMA

SKILLS

Microsoft Word (Advanced), Microsoft Excel (Advanced), Microsoft PowerPoint (Advanced), MYOB (Intermediate), Zahir (Intermediate), Administrative (Advanced), Organized, Carefull, Team Work, Responsible.