

# Curriculum Vitae of

## Marizka Puspita Sari

Jl. Swadarma 1 dlm Blok C  
no. 5, Petukangan Utara –  
Pesanggrahan.  
Jakarta Selatan  
Mobile : 0878.8613.1116  
Email : [marizkaps@gmail.com](mailto:marizkaps@gmail.com)



### OBJECTIVE

To improve and gain the ability that related to Finance and Accounting and increase the experience to make a better value both for a company and individual goals.

### PERSONAL DATA

Full Name : **Marizka Puspita Sari**  
Place & DOB : Jakarta, /December 15<sup>th</sup> 1991  
Gender : Female  
Marital Status : Married  
Nationality : Indonesian  
Religion : Moslem  
Height / Weigth : 164 cm / 64 kg

### EDUCATION

2009 – 2013 : ABFII Perbanas Jakarta, Indonesia.  
Faculty of Economic Science,  
Majoring in Accounting  
  
2006 – 2009 : 01 National Senior High School, Ciputat

### WORK EXPERIENCE

2013 – 2014 : Finance Assistant at PT APPCO DIRECT

Responsibilities: 1. Daily finance transaction  
2. Financial Reports  
3. Tax Filling

2014 – 2018 : Finance Executive at PT APPCO DIRECT

Responsibilities: 1. Daily finance transaction and Weekly Financial Reports  
2. Petty Cash, Billing payments and reimbursements

3. Account Payables
4. Invoicing
5. Manage Product Division
6. Tax Reports and filling (PPN, Pph 23, 4(2), 25)
7. General Affairs : Office Supplies
  - Book flights and accommodations
  - Manage Office amenities
  - Arranging office internal events
8. Check and prepare monthly office attendance reports.

2018 - 2019 : Finance Staff at PT Asuransi Kredit Indonesia (Banjarmasin Branch)

- Responsibilities:
1. Daily finance transaction , Journal Entry and book keeping
  2. Petty Cash, Billing payments and reimbursements
  3. General Affairs : Office Supplies
    - Book flights and accommodations
    - Manage Office amenities
    - Arranging office internal and external events
  4. Check and prepare monthly office attendance reports.

2019 - present : Head of Finance and General Affairs Unit at PT Asuransi Kredit Indonesia (Sukabumi Branch)

- Responsibilities:
1. Daily finance transaction, Journal Entry and Book keeping
  2. Petty Cash, Billing payments and reimbursements
  3. Manage and control Branch's cashflow and budgeting.
  4. Manage Account Payables and Receivables
  5. Monthly Financial Reports , Branch Performance Reports and other adhoc reports.
  6. Tax Payments and Reports (PPH 23, PPH 21, PPH 4(2) , PPN)
  7. Verify, allocate, post and reconcile transactions
  8. Manage branch's Human Resources (including : Salary, recruitment, Coaching & Counselling)
  9. General Affairs : Office Supplies
    - Book flights and accommodations

Manage Office amenities  
Arranging office internal and external events  
Manage Office Assets

10. Check and prepare monthly office attendance reports.

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## SKILLS

Computer :

Capable of operating :

- Ms Word
- Ms Excel
- Ms Power Point

Languages :

- Bahasa
- English

## ABILITY

- Able to learn new things
- Able to work hard
- Able to work in team