



NANDA RESTI PRIHATINI

ABOUT ME

I'm 21 Years Old. I'm friendly and happy person life. I like to do challenge and always learn from experience.

PROFILE

- Woman
- Depok. may 17, 2000
- Graduates of SMK Al-Hasra, Perbankan Syariah
- Jl. Abdul Wahab RT 001/005 no.29 Sawangan Depok, Jawa Barat

ADDITIONAL SKILLS

Microsoft word
microsoft excel
microsoft powerpoint
Leadership
teamwork
Communication and interpersonal skills
Data archive
Neraca (financial statements)
Making tax invoice
Report tax PPN 21 and 23
Sketch up Application

CONTACT INFO

Phone/Whatsapp : 0895-0851-5576
Email : nandaresti1517@gmail.com

WORK EXPERIENCE

Administration & Accounting

CV. KARYA TIGA DARA | MARCH 2020 - PRESENT

- Data Archive
- Created Quotation Letter
- Created RAB (budget plan)
- Created design interior with sketchup application
- Created bill project
- Created Neraca (Financial Statement) monthly and yearly
- Created Tax Invoice
- created bookkeeping financial dayly
- Report tax 21 monthly and yearly

Reception

APARTEMENT SETIABUDI RESIDENCE | OKT 2019 - JAN 2020

- serving and receiving tenants/owner in apartment
- checked fire alarm from unit to unit
- data fire extinguisher expired from unit to unit
- take care of land and building taxes (PBB)
- given information to tenant live broadcast from speaker
- car call

ACADEMIC HISTORY

SMK Alhasra, Perbankan Syariah

VOCATIONAL SCHOOL | APR 2015 - MAY 2018

ORGANIZATION

2017 - 2018 = Years books School
2017 - 2019 = Youth organization
2018 - 2020 = Student Bond Muhammadiyah
2018 - present = Mosque Youth IREMA

**JUST DO YOUR
BEST TO BEST**

Be Thinking positive to vibes positive
spread love always