Personal Details

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Full Name : Fedora Octamariasih Tampubolon

Sex : Female

Place / Date of Birth : Tangerang, 1 October 1989

Marital Status : Single

Religion : Christian

Nationality : Indonesia

Address : Jl. Pipit 4 no 8, Pondok Sejahtera,

Kutabumi, Tangerang

Mobile : 081219784172

Email : fedora\_evan@yahoo.com

Educational Background

|  |  |  |  |  |  |  |
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| |  |  |  | | --- | --- | --- | | 2007-2011 | Trisakti School of Management, Jakarta with GPA 3.26 |  | | 2004-2007 | SMA Tarsisius Vireta, Tangerang |  |   2001-2004 SMP Tarsisius Vireta, Tangerang |

Working Experiences

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| |  |  | | --- | --- | |  |  | | **PT Cahaya Mas Mandiri, Tangerang**  Period : 13 June 2012- 30 June 2016  Status : Permanent Employee  Position : Accounting Staff  Responsibilities:   * Post cash & bank activities, sales activities, and purchase activities * Prepare outstanding payable report weekly * Prepare account receivable report weekly * Prepare bank statements report weekly * Perform all necessary account, bank, and other reconciliations * Prepare income statement, balance sheet, and cash flow * Analyze all expense compare to last period * Maintenance files, including filing of general ledger journal vouchers, vendor files, accounts payable documentation, and other miscellaneous filings   **PT Heinz ABC Indonesia, Jakarta**  Period : 27 June 2011 – 26 December 2011  Status : Contract Employee  Position : Account Payable Staff  Responsibilities:   * Check and verify invoices, tax invoice, receipt document, delivery order, & purchase order * Post payment request and check account payable invoice transactions journals * Prepare account payment listing * Maintenance files, accounts payable documentation, and other miscellaneous filings |  | |

Qualifications

Passions & Hobbies

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| * Accounting & Administration Skills * Accurate Accounting Software * MS. Office (Excel, Word, Power Point) * English Languange * Computer & Internet Literate | |  |  | | --- | --- | | * Travelling | | | * Reading |  | | * Photography | | |