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
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Qualifications

Passions & Hobbies

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