

CURRICULUM VITAE

NEZAR AZZY PRATAMA

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Abu Dhabi – UAE



CARRIER OBJECTIVE:

To pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization.

WORK HISTORY:

- ❖ **ADMINISTRATION and ACCOUNTING ASSISTANT at CANDIMAS GROUP
Public Gas Station & Pertamina Supporting from Indonesia Oil Company – Indonesia
From 11/2020 to 03/2023**
 - Conduct in-principle licensing with Pertamina Persero Indonesia.
 - Make monthly and annual payments of taxes and company bills.
 - Manage petty cash finances and company expense inputs.
 - Receive deposits from fuel oil sales by operators.
 - Assist Finance to prepare deposits to the Bank.
 - Assist Finance with daily, weekly and monthly stock-taking.
 - Assist Finance in preparing month-end financial reports.
 - Record daily, weekly and monthly sales.
 - Manage administration, such as archiving company data, correspondence, and making reports.
 - Manage incoming and outgoing calls.
 - Send, receive, and archive letters and e-mails.
 - Maintain the company database.
 - Deliver organized information to every employee and management.
 - Create work schedules for employees of certain divisions.
 - Perform monthly recap of employee absence.
 - Establish and implement policies on office administrative procedures.

- ❖ **CUSTOMER SERVICES EXECUTIVE at Mitra Sehati Sekata
Distribution Company – Central Java, Indonesia
From 05/2019 to 09/2020**
 - Perform sales invoicing.
 - Work closely with Supervisor level.
 - Receive orders for goods from the marketing division.
 - Process invoices for orders from the system or manually according to applicable sales procedures.

- Check whether the order is appropriate and within the applicable discount program period.
- Keep sales records and update customer records.
- Check the accuracy of data in orders and invoices.
- Manage incoming and outgoing calls.
- Coordinate with the logistics department to ensure on-time delivery.
- Coordinate with other divisions for orders that cannot be processed.
- Create daily, weekly, monthly and annual sales reports.
- Ensure sales targets are met and report to each division and manager.
- Get the latest information about products and programs.

❖ **ADMINISTRATION CLERK at Purwokerto Orthopedic Hospital – Central Java, Indonesia, from 07/2018 to 03/2019**

- Able to manage administration around staffing in the hospital.
- Perform various matters relating to the arrangement and recording of hospital financial administration.
- Able to keep financial records for patients as well as hospital employees in a more transparent and structured manner.
- Managing health facilities.
- Able to organize hospital administration in general and more coordinated.
- Create and send letter via the post office or e-mail for the benefit of the company.
- Coordination with the HR department regarding employee performance and matters related to employees

COMPUTER KNOWLEDGE:

- Good Computer knowledge.
- Ms. Office Application.
- Basic Level of Zahir Accounting Software
- Good Experience in Extranets like Tiket.com, Booking.com, Expedia, Agoda, etc.
- Good Experience in DSS Matrix Application for Distribution company - Indonesia.
- Internet and e-mail.

SKILLS:

- Certified of Computer Competence test by Indonesia Professional Certification Authority in the area of : *Primary Accounting Technicians*
- Certified of Computer Competence test by Indonesia Professional Certification Authority in the area of : *Computer Operator*
- Certified of Computer Competence test by Professional Certification Body for LP3I : *Accounting Technicians*
- Certified of Computer Competence test by Professional Certification Body for LP3I : *Primary Accounting Technicians*
- Certified of Computer Competence test by Professional Certification Body for LP3I : *Computer Operator*
- Ability to learn new software applications.
- Able to work well in a team, contribute ideas, and cooperate with others to achieve a common goal.
- Thorough and detail-oriented with high attention to accuracy
- Good communication skills – written and oral.

- Creative, insightful, innovative, assertive.
- Professionalism in handling pressure, excellent planning, organizing, and time management skills.
- Able to operate basic level Zahir accounting software.
- Able to prepare company financial report uses information technology application and manually report from Ms. Excel.
- Understand the flow of making company financial reports.

APPRECIATION:

- Certificate of Participant in Studium Generale “The Importance of knowing Cross-Cultural Understanding in the field of Economics, Culture, and Education”
- Certificate of Table Manner Training Participants from LP3I BC Purwokerto at Meotel Purwokerto
- Certificate of Participant English Camp in Seal’s Event.
- International experience : industrial visits to Yakult companies in Singapore and Malaysia 2018

EDUCATION:

- **BACHELOR of ACCOUNTING**
Institute of Economic Science Totalwin Semarang – Central Java, Indonesia
October 2022.
- **DIPLOMA DEGREE of COMPUTERIZED ACCOUNTING**
Indonesian Institute for Education and Professional Development
October 2019

PERSONAL DETAIL:

Name : NEZAR AZZY PRATAMA
 Date of birth : 24 April 1998
 Nationality : Indonesia
 Gender : Male
 Marital Status : Single
 Languages : Bahasa, Malayu and English

PASSPORT DETAIL:

Passport No : E2335265
 Date of Issue : 13 / 02 / 2023
 Date of expiry : 13 / 02 / 2033
 Place of Issue : Cilacap – Indonesia

DECLARATION:

I HEREBY DECLARE THAT THE ABOVE INFORMATION IS TRUE AND BEST OF MY KNOWLEDGE.

NEZAR AZZY PRATAMA