

Subject : Job Application

Jakarta, 2022

Dear HRD,

Regarding the information that in your company you are in need of employees. In the following, I attach my CV for consideration.

First let me introduce myself. My name is Nur Yanti I am 23 years old. I am single and graduated from the University of Indraprasta PGRI in Economic Education.

I have experience working in several places. Most recently I served as Finance, Accounting and Tax staff at the PT CBQA GLOBAL INDONESIA from November 2020 to present. In this position I worked to manage company finances as well as accounting and tax. I am interested in joining your company to build a career. I believe in my education and skills to suit your needs.

My big hope is to be given the opportunity to take the selection test and interview so that I can explain more about myself. If you want more information about me please contact via email at nuryanti1298@gmail.com or mobile number **081317019657**. Thank you for your attention.

Best regards,

A handwritten signature in black ink, appearing to read 'Yanti' with a stylized flourish at the end.

Nur Yanti



NUR YANTI

081317019657 | nuryanti1298@gmail.com | <https://www.linkedin.com/in/nur-yanti-86b0291b2/>

Jl Mesjid Bendungan RT 005 RW 005 No 7 Jakarta Timur

Experienced as a Finance and Accounting with 6th years of experience field of budgeting, financial management reporting, communication with management, cost control, able to work in team and individuals, attentive to detail, and honesty is a top priority.

Education Level

Universitas Indraprasta PGRI (UNINDRA) - Jakarta Timur

Sep 2017 - Aug 2021

Bachelor Degree in Economic Education, 3.53/4.00

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SMK Negeri 10 Jakarta - Jakarta Timur

Jul 2013 - Jul 2016

High School in Akuntansi

•

Work Experiences

PT CBQA GLOBAL INDONESIA - Jakarta Selatan

Nov 2020 - Present

Finance Support (Finance, Accounting & Tax)

Certification Body, Audit and Training

- Monitoring cash flow and handle petty cash
- Input daily transactions for sales, purchases, cash/bank receipt and disbursement in Jurnal.id system and make sure the journals posted on the proper post
- Preparation of monthly financial management reports
- Prepare invoices and tax invoice for clients
- Reconcile bank statements
- Preparing bank transfer payment in e-banking
- Manage budget needed to ensure use of funds effectively and efficiently in supporting the company's operational activities
- Managing debts and receivables
- Collect client receivables
- Managing Tax 23, Final Tax 4-2, Tax 21, PPN (Recap, Payment and Reporting)

ZETKA GROUP - Jakarta Utara

Jan 2017 - Jul 2020

Accounting and Finance Staff

Fly Ash Distributor, Transportation and Heavy Equipment Rental

- Monitoring cash flow and handle petty cash
- Conduct all company financial transaction in accurate system and make sure the journals and expenses recorded properly
- Reconcile bank statements
- Prepare payments all bills with check, giro and then to signed by director
- Coordinate with banks and Leasor regarding company credit payments
- Preparing company needs such as credit application, bank guarantee, PO, etc.
- Managing company finances, debt flows and receivable flows

ZETKA GROUP - Jakarta Utara

Aug 2016 - Dec 2016

Marketing Staff

Fly Ash Distributor, Transportation and Heavy Equipment Rental

- Collecting and correcting delivery orders
- Make a sales report, prepare invoices and their completeness
- Coordinate with drivers, branches, and plants

PT INTERMEDIA TELEKOMUNIKASI - Jakarta Timur

Apr 2016 - May 2016

Administration Assistant

- Set schedules and appointments for directors
- Create invoices, receipt payments and coordinate with clients
- Create cash statements and SSP reporting to the tax office

Skills, Achievements & Other Experience

- **Hard Skills:** Accurate System, Myob System, Jurnal.id System, Microsoft Office, E-SPT, E-Faktur, E-Banking



Universitas Indraprasta PGRI
Indraprasta PGRI University


Memberikan Ijazah kepada
has awarded this certificate to

Nur Yanti

Tempat dan tanggal lahir : **Jakarta, 14/12/1998**
Place and Date of Birth
Nomor Pokok Mahasiswa : **201714500659**
Student Number
Program Pendidikan : **Strata Satu (S1)**
Education Programme Undergraduate
Fakultas : **Ilmu Pendidikan dan Pengetahuan Sosial**
Faculty Education and Social Science
Program Studi : **Pendidikan Ekonomi**
Study Programme Economic Education
Tanggal Yudisium : **18/08/2021**
Graduation Date
Status : **Terakreditasi Berdasarkan Keputusan Badan Akreditasi Nasional Perguruan Tinggi**
Status Kementerian Riset, Teknologi dan Pendidikan Tinggi Republik Indonesia
Nomor : 1107/SK/BAN-PT/Akred/S/IV/2017 Tanggal : 18/04/2017
Accredited by Virtue of the Decision Letter of the National Accreditation Board for Higher Education,
Ministry of Research, Technology and Higher Education Republic of Indonesia,
Number : 1107/SK/BAN-PT/Akred/S/IV/2017 Dated : 18/04/2017

Ijazah ini diserahkan setelah yang bersangkutan memenuhi semua persyaratan yang ditentukan dan kepadanya dilimpahkan segala wewenang dan hak yang berhubungan dengan ijazah yang dimilikinya, serta berhak memakai gelar akademik **Sarjana Pendidikan (S.Pd.)**
On having fulfilled all the stipulated requirements, the abovementioned has been awarded this certificate with all the authorities and rights pertaining to it and the right to bear the academic degree **Bachelor of Education.**

Rektor,
Rector,


Prof. Dr. Sumaryoto



Jakarta,
Jakarta,

20/08/2021

Dekan,
Dean,


Dr. Taufik, M.Hum.



UNIVERSITAS INDRAPRASTA PGRI (UNINDRA)

Jl. Nangka No. 58C Tanjung Barat, Jagakarsa, Jakarta Selatan. Telp.: (021) 78835283 - 7818718
Jl. Raya Tengah No. 80, Kelurahan Gedong, Pasar Rebo, Jakarta Timur. Telp.: (021) 87797409
Website: www.unindra.ac.id Email : kampus@unindra.ac.id Fax.: (021) 29121071 - 29121070

Transkrip Akademik

Academic Transcript

Nomor Seri : 872032021008824

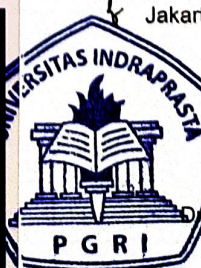
Serial Number

Terakreditasi : 1107/SK/BAN-PT/Akred/S/IV/2017
Accredited

NPM : 201714500659 <small>Student Number</small> Nama : Nur Yanti <small>Name</small> Tempat/Tgl. Lahir : Jakarta, 14 Desember 1998 <small>Place/Date of Birth</small>				Fakultas : Ilmu Pendidikan dan Pengetahuan Sosial <small>Faculty</small> Program Studi : Pendidikan Ekonomi <small>Study Program</small> Program Pendidikan : Strata Satu (S-1) <small>Education Program</small> <small>Undergraduate</small>			
No. Kode	Mata Kuliah	sks	Nilai	No. Kode	Mata Kuliah	sks	Nilai
1. PK14F101	Pendidikan Agama <small>Religious Education</small>	2	A-	33. KB14G545	Bank dan Lembaga Keuangan Lainnya <small>Banks & Other Financial Institutions</small>	3	B-
2. PK14F102	Pendidikan Pancasila dan Kewarganegaraan <small>Education in Ideology Pancasila & Citizenship</small>	3	A-	34. KB14G538	Manajemen Produksi *) <small>Production Management</small>	3	B
3. KK14F105	Komputer# <small>Computer Skills</small>	2	A-	35. KB14G547	Perencanaan Pembelajaran <small>Lesson Planning</small>	3	A-
4. PK14F108	Bahasa Inggris <small>English</small>	2	B+	36. KK14G546	Perpajakan <small>Taxation</small>	3	B-
5. KK14F110	Pengantar Pendidikan * <small>Introduction to Education</small>	3	A-	37. KK14G511	Profesi Kependidikan *) <small>Educational Professions</small>	3	A
6. KK14F119	Sejarah Pemikiran Ekonomi <small>History of Economic Thought</small>	2	A	38. KK14G520	Statistik Inferensial <small>Inferential Statistics</small>	3	B+
7. KK14F124	Matematika Ekonomi <small>Mathematics for Economics</small>	3	A-	39. PB14G509	Kewirausahaan *) <small>Entrepreneurship</small>	2	A-
8. KK14F131	Manajemen Bisnis* <small>Business Management</small>	3	B+	40. KB14G650	Etika dan Hukum dalam Bisnis *) <small>Ethics and Law in Business</small>	3	A-
9. PK14F204	Ilmu Kealaman Dasar <small>Basic Natural Science</small>	2	A-	41. KB14G648	Evaluasi Pembelajaran *) <small>Learning Evaluation</small>	3	A-
10. BB14F206	Sejarah Perjuangan dan Jati Diri PGRI <small>History of PGRI's Struggle for Identity (SPJDI PGRI)</small>	2	A-	42. KB14G652	Pembinaan Kompetensi Mengajar #) <small>Development of Teaching Competence</small>	3	A-
11. KK14F213	Perkembangan Peserta Didik <small>Student Development</small>	3	B	43. KK14G629	Laboratorium Akuntansi #) <small>Accounting Laboratory</small>	3	B
12. KK14F215	Komputer Terapan # <small>Applied Computers</small>	2	A-	44. PB14G618	Aplikasi Kewirausahaan <small>Entrepreneurial Application</small>	2	A-
13. KB14F216	Bahasa Inggris Bisnis <small>Business English</small>	2	B	45. PB14G625	Metode Penelitian <small>Research Methodology</small>	3	A-
14. PK14F223	Filsafat Ilmu <small>Philosophy of Science</small>	2	A-	46. PB14G651	Perilaku Organisasi *) <small>Organizational Behavior</small>	3	B
15. KK14F226	Prinsip-Prinsip Dasar Akuntansi * <small>Accounting Principles</small>	3	A-	47. PK14G617	Akhlaq dan Etika <small>Morals and Ethics</small>	2	A-
16. KK14F232	Manajemen Umum * <small>General Management</small>	3	A	48. BB14G754	Perkoperasian dan UMKM *) <small>Cooperatives and Micro, Small, and Medium Enterprise</small>	3	A-
17. PK14F303	Ilmu Sosial dan Budaya Dasar <small>Basic Social and Cultural Sciences</small>	2	B+	49. BB14G776	Seminar Proposal Skripsi <small>Seminar of Research Proposal</small>	1	A-
18. PK14F307	Bahasa Indonesia <small>Indonesian</small>	2	A-	50. KB14G753	Perdagangan Luar Negeri +) <small>Foreign Trade</small>	3	A
19. KK14F327	Akuntansi Lanjutan <small>Advanced Accounting</small>	3	A	51. KK14G730	Akuntansi Sektor Publik +) <small>Public Sector Accounting</small>	3	B+
20. KB14F333	Manajemen Sumber Daya Manusia * <small>Human Resource Management</small>	3	B+	52. KK14G722	Ekonomi Pembangunan *) <small>Development Economics</small>	3	A-
21. KB14F334	Pengantar Manajemen Keuangan <small>Introduction to Financial Management</small>	3	A	53. KB14G855	Ekonomi Syariah +) <small>Sharia Economics</small>	3	B+
22. KB14F335	Pengantar Manajemen Pemasaran <small>Introduction to Marketing Management</small>	3	B+	54. PB14G877	Skripsi <small>Undergraduate Thesis</small>	6	A-
23. KB14F340	Kurikulum Pendidikan <small>Education Curriculum</small>	3	B+				
24. KK14F341	Teori Ekonomi Mikro <small>Microeconomics Theory</small>	3	B+				
25. KB14F412	Strategi Belajar Pembelajaran <small>Teaching and Learning Strategies</small>	3	B+				
26. KK14F420	Statistik Deskriptif * <small>Descriptive Statistics</small>	3	B				
27. KB14F428	Akuntansi Biaya <small>Cost Accounting</small>	3	A-				
28. KB14F436	Manajemen Keuangan dan Investasi* <small>Financial Management and Investment</small>	3	A				
29. KB14F437	Manaj. Pemasaran dan Perilaku Konsumen* <small>Marketing Management and Consumer Behavior</small>	3	A-				
30. KK14F442	Teori Ekonomi Makro <small>Macroeconomic Theory</small>	3	B-				
31. KK14F443	Sosiologi <small>Sociology</small>	2	A-				
32. PK14G414	Penulisan Ilmiah <small>Scientific Writing</small>	2	A-				
Judul Skripsi : Analisis Peranan Koperasi Dayamitra Telekomunikasi dalam Menstabilkan Taraf Hidup Anggotanya di Masa Pandemi Virus Covid-19 Tahun 2020							
IP Kumulatif : 3.53 <small>Cumulative GPA</small> Jumlah Mata Kuliah : 54 <small>Total Number of Course Taken</small> Jumlah SKS : 147 <small>Total Number of Credits Earned</small>				Tanggal Yudisium : 18 Agustus 2021 <small>Graduation Date</small> Predikat Kelulusan : Terpuji <small>Graduation Predicate</small> <small>Cumlaude</small>			

Rektor,
Rector,

Prof. Dr. Sumaryoto



Jakarta, 20 Agustus 2021

Dekan,
Dean,

Taufik, M.Hum.

KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
REPUBLIK INDONESIA

IJAZAH
SEKOLAH MENENGAH KEJURUAN
PROGRAM 3 TAHUN
TAHUN PELAJARAN 2015/2016

Program Keahlian : KEUANGAN
Paket Keahlian : AKUNTANSI

Yang bertanda tangan di bawah ini, Kepala Sekolah Menengah Kejuruan

NEGERI 10 JAKARTA menerangkan bahwa:

nama : NUR YANTI
tempat dan tanggal lahir : JAKARTA 14 DESEMBER 1998
nama orang tua/wali : MASRUDIN HASYIM
nomor induk siswa : 10482
nomor induk siswa nasional : 9983601918
nomor peserta ujian nasional : 4-16-01-05-064-083-6
sekolah asal : SMK NEGERI 10 JAKARTA

LULUS

dari satuan pendidikan setelah memenuhi seluruh kriteria sesuai dengan peraturan perundang-undangan.

JAKARTA 07 MEI 2016
Kepala Sekolah,


TRISNAWATI
NIP. 196511051996032002

DN-01 Mk/13 0016812

**DAFTAR NILAI
SEKOLAH MENENGAH KEJURUAN
Tahun Pelajaran 2015/2016**

Nama : NUR YANTI
 Tempat dan Tanggal Lahir : JAKARTA, 14 DESEMBER 1998
 Nomor Induk : 10482
 Nomor Induk Siswa Nasional : 9983601918
 Paket Keahlian : Akuntansi

No.	Mata Pelajaran	Nilai Rata-rata Rapor	Nilai Ujian Sekolah
Kelompok A (Umum)			
1.	Pendidikan Agama dan Budi Pekerti	84	95
2.	Pendidikan Pancasila dan Kewarganegaraan	85	98
3.	Bahasa Indonesia	88	93
4.	Matematika	87	100
5.	Sejarah Indonesia	82	98
6.	Bahasa Inggris	84	95
Kelompok B (Umum)			
1.	Seni Budaya	84	92
2.	Pendidikan Jasmani, Olah Raga & Kesehatan	81	97
3.	Prakarya dan Kewirausahaan	86	95
Kelompok C (Peminatan)			
1.	Pengantar Ekonomi dan Bisnis	85	95
2.	Pengantar Administrasi Perkantoran	82	95
3.	Pengantar Akuntansi	84	95
4.	Simulasi Digital	80	95
5.	Dasar Program Keahlian	87	95
6.	Paket Keahlian	87	95
Muatan Lokal			
	a. <u>Seni Budaya Betawi</u>	83	100
	b.		
	c.		
Rata-rata		85	85



07 MEI 2016

Kepala Sekolah

DINA NAWATI

1996032002

Peserta didik dinyatakan lulus dari Satuan Pendidikan setelah memenuhi kriteria : a. menyelesaikan seluruh program pembelajaran; b. memperoleh nilai sikap/perilaku minimal baik; c. lulus Ujian S/M/PK. (Permendikbud Nomor 57 Tahun 2015, Pasal 24)



PT. SINARFAJAR CAHAYA SURYATAMA

Jl. Duren Tiga Raya No. 31, Pancoran, Jakarta Selatan 12760
Telp. (021) 79187391-393 79187370 79187380 79187388
Fax (021) 79187368

SURAT PENGALAMAN KERJA

No : 066/HRD/SKK/VII/2020

Yang bertanda tangan di bawah ini:

Nama : Nuni Tresna

Jabatan : HRD

PT Sinarfajar Cahaya Suryatama

Menerangkan dengan sesungguhnya bahwa yang bersangkutan di bawah ini:

Nama : Nur Yanti

Tempat/ Tanggal Lahir : Jakarta, 14 Desember 1998

Alamat : Jl Mesjid Bendungan RT 005 RW 005 Kel, Cawang
Kec, Kramat Jati Jakarta Timur 13630

Benar telah bekerja pada perusahaan **PT Sinarfajar Cahaya Suryatama** sejak 24 Agustus 2016 sampai dengan 24 Juli 2020, sebagai *Finance Staff*.

Dan yang bersangkutan telah menunjukkan prestasi dan dedikasi kerja yang baik terhadap perusahaan.

Manajemen mengucapkan terima kasih dan penghargaan atas segala jasa dan pikiran yang telah dicurahkan kepada perusahaan.

Demikian surat ini dibuat agar dapat digunakan sebagaimana mestinya.

Jakarta , 6 Juli 2020
PT Sinarfajar Cahaya Suryatama

Nuni Tresna
HRD

SINARFAJAR CAHAYA SURYATAMA
JAKARTA



accurate

ACCOUNTING SOFTWARE

Certificate of Completion

is awarded to

Nur Yanti

Student's ID : 10482

who has successfully completed and passed the course of

"Mengoperasikan Aplikasi Komputer Akuntansi *accurate*"

On academic years of **2015/2016** with Score **95**

At **SMK Negeri 10 Jakarta**

Jakarta, February 18th, 2016

 **CPS****SOFT**
www.cpssoft.com
Software educating, your ACCURATE

Lutfia Perdanani
Education Development Officer



Certified Accurate Data Entry

is awarded to

Nur Yanthi

Has successfully completed the ACCURATE Certification exam requirements and is recognized as a

Certified ACCURATE Data Entry (CADE)

For **ACCURATE version 5**

Valid Through **February 19th, 2018**



CADE No. :
CADE-CPS-V5/III-2015/00302



Rinaldi Pramudito
Manager of Education Division

CPS**SOFT**

www.cpssoft.com

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PEMERINTAH PROVINSI DAERAH KHUSUS IBUKOTA JAKARTA
DINAS PENDIDIKAN
SEKOLAH MENENGAH KEJURUAN(SMK) NEGERI 10 JAKARTA
BIDANG KEAHLIAN : BISNIS DAN MANAJEMEN
TEKNOLOGI INFORMASI DAN KOMUNIKASI
Jalan SMEA 6 – Mayjend. Sutoyo Cawang Kramatjati Jakarta Timur (13630)
Telp. (021)8091773 Fax.. (021)8004289 email : smk10_jkt DKI@yahoo.com



SERTIFIKAT

NO. 504/1.851.722

Diberikan Kepada

NUR YANTI

Telah mengikuti ujian Mengoperasikan Aplikasi Komputer Akuntansi dengan menggunakan MYOB Versi 18 yang diselenggarakan pada tanggal 16 Februari 2016.

Jakarta, 23 Mei 2016

Kepala Sekolah



Dra. Frisnawati

NIP. 196511051996032002

DAFTAR NILAI

NAMA : NUR YANTI
No. Ujian : 01-05-064-083-6

No.	Materi	Nilai
1.	Set up Company	95
2.	Account List	95
3.	Card List Summary	95
4.	Cash Receipts Journal	95
5.	Cash Disbursement Journal	95
6.	Sales & Receivable Journal	95
7.	Purchase & Receivable Journal	95
8.	General Journal	95
9.	Trial Balance	95
10.	Balance Sheet	95
11.	Profit & Loss Statement	95
12.	Cash Flow Statement	90

Jakarta, 23 Mei 2016
Guru Komputer Akuntansi

Drs. Bimo Suciono, MM
NIP. 197003161995121001

