




# PUTRI ENDAH PRATIWI

ACCOUNTING ASSISTANT AT PT BUKAKA TEKNIK UTAMA (BOARDING BRIDGE UNIT)

## PERSONAL PROFILE

I am a person with honest, responsible, passionate, can work with teams and individual, strong empathy, and like to learn new things. I motivated to develop my knowledges and skills to be a better person.

## CONTACT

 Komplek BDN D4/14,  
Bursa Street, Depok,  
16434

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 081296604178

 /putriiep

## SKILLS

Microsoft Office  
TOEFL EPT (Scores : 443)

## EDUCATIONS

### Universitas Gadjah Mada

MASTER OF BUSINESS ADMINISTRATION | FEB 2019 - AUG 2020

- GPA : 3.61 / 4.00
- Minor in Finance
- Thesis involved determinants of sustainability report disclosure in IDX

### Universitas Pancasila

BACHELOR OF ECONOMICS | AUG 2014 - MAR 2018

- GPA : 3.74 / 4.00
- Minor in Management of Accounting

### Universiti Malaya

EXCHANGE PROGRAM | SEMESTER 1, 2016/2017 SESSION

## EXPERIENCES

### PT Bukaka Teknik Utama, Accounting Staff

JAN 2022 - NOW

- Check the compatibility of account payable files and journal
- Check and monitor employee advance payment reports
- Create billing documents (Invoices, Receipts, Tax Invoices) until the Invoice is sent to the customer
- Do incoming cash reports and enter in the sales register list
- Check and process the LC/SKBDN application documents

### KJPP Ruky, Safrudin & Rekan, Business Appraisal Staff

NOV 2020 - DEC 2021

- Analyze historical and projection financial reports
- Prepare data market industry clients

### Dea Consulting, Junior Consultant (Accounting Staff)

MAR 2018 - APR 2018

- Do reconciliation and journaling for PT Nusantara Sejahtera Raua

### Kelompok Studi Mahasiswa (KSM), Member of "Field 1 : Education", at Faculty of Economy and Business, Universitas Pancasila

NOV 2014 - MAR 2018

- Give tutoring for members KSM in Mid and Final Exam
- Teach for indigent children in Depok region