



M Fajrin Firdaus

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About Me

My name is M Fajrin Firdaus. You can call me Fajrin. I am 33 years old and I have graduated from STIE Kesatuan, majoring in Accounting. I have been working in Finance and Accounting division about 5 years. I am fast learner and detail oriented and I am looking for a new job

Formal Education

2006 - 2009 SMA Rimba Madya Bogor
2009 - 2013 STIE Kesatuan Bogor, S1 Akuntansi

Experience

Data Entry/Cashier - PT. Finansia Multifinance **2014 - 2015**

- Entering customer and account data from source document
- Compiling, verifying accuracy and sorting Information to prepare data
- Accepting payments from customers
- Processing refunds and exchanges, resolving complaints, balancing the cash

Inventory Control - PT. Warna Mardhika **2015 - 2016**

- Maintaining and updating records
- Counting materials, equipment, merchandise, or supplies in stock
- Reporting discrepancies between physical counts and computer records
- Developing inventory management procedures
- Compiling balance, price and cost reports

Account Receivable - Hotel Sentral**2017 - 2020**

- Responsible for preparing hotels book for the day financial transactions
- Prepare weekly statements and maintain billing under 30 days
- Maintain records by filling invoices, debits, receipts and credits
- Summarize receivables by maintaining invoice accounts, settle credit cards
- Create flash and revenue reports to give management
- Initiate collection proceedings for all accounts 31 days past due, solved customer complaints

Finance - PT Anugerah Indostainless Instalasi**2020 - Present**

- Assisting in the preparation of budgets
- Managing records and receipts
- Reconciling daily, monthly transactions
- Processing Invoices
- Monitor all bank deposits and payments
- Collect commission sales team
- Schedule and make payments

SKILL

- Ms Office
- Accounting Software (MYOB, SAP, Realta, Accurate)
- Budgeting
- Analytical
- Interpersonal Skill
- Problem Solving

Reference**Bpk. Jerry Santoso, Accounting Manager Hotel Sentral**

0852 1800 5127

Ibu. Lucia Ana Maria. Finance Manager PT Anugerah Indostainless Instalasi

0813 1573 4735