

ARDIANSYAH PUTRA

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SUMMARY

A detail oriented and tech enthusiast accounting graduate. I combine a strong academic record with a global perspective gained from my international exchange experience in Taiwan through the IISMA program. I have a solid foundation in financial reporting, procurement, and data analysis, with certifications in taxation and accounting. My hands on experience in event operations, technical coordination, and digital systems further highlights my versatility and ability to manage different responsibilities.

TECHNICAL SKILLS

MYOB, Accurate, Zahir	Microsoft Access	Taxation
Budgeting	Relational Database	Financial Reporting
Microsoft Office 365	Web Management	Advanced Excel

EDUCATION

Accounting Politeknik Negeri Bandung	Aug 2021 - Present
Business Administration 亞洲大學 [Asia University]	Sep 2024 - Jan 2025

WORK EXPERIENCE

Procurement Intern Patra Cirebon Hotel and Convention	Jul 2024 - Sep 2024
<ul style="list-style-type: none">Streamlined invoice processing by accurately verifying and recording supplier invoicesEnsured inventory and billing accuracy by overseeing goods delivery and invoice reconciliationMaintained positive vendor relationships through effective communication for billing, procurement, and record keeping	

ORGANIZATIONAL EXPERIENCE

Field Division Officer National Accounting Festival & Olympiad 14th	July 2023 - Nov 2023
<ul style="list-style-type: none">Developed and launched the event's web landing page using Wix for registration.Prepared and optimized on-site technical arrangementsManaged and operated Zoom meetings and live webinars for various competition rounds.	
Treasurer Forum Mahasiswa Cirebon	Sep 2022 - Agu 2023
<ul style="list-style-type: none">Successfully managed the organization's annual finances in accordance with the operational budget.Oversaw cash flow, handled reimbursements, and prepared budget reports for all events.	

OTHER INFORMATION

- Languages:** Indonesian, English (Advanced), Chinese (Basic)
- Certifications:** Brevet AB, TOEIC Score 975, Junior Accounting Technician, C1 CEFR Level English, A1 CEFR Level Chinese
- GPA:** 3.58
- Achievement:** LPDP Indonesian International Student Mobility Awards (IISMA) 2024