



OKTAVIA RAHMADANI

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Gianyar,Bali

I am a fresh graduate of the Institute's Financial Accounting Program. Proficient in operating Microsoft Office and Google Workspace to support company progress and development. Has high accuracy and is able to work in teams and individually.

Work experience

Tax Office Pratama Gianyar-Gianyar, Bali

Nov 2021 - Apr 2022

Administrasion Accounting Receipsonis

- Make reports regarding daily problems related to tax reporting billing cards and responsibility reports (LPJ).
- Participate in general office administration including: outgoing and incoming correspondence/letters, operating faxes, telephones and equipment another office
- Creating report for Accounting Receipts.

Balicantik Store -Gianyar, Bali

Juni 2022 - Mar 2023

Accounting & adminitration

- Make daily and monthly reports regarding the amount of store income and expenses.

SD Negeri 5 Keramas -Gianyar,Bali

Juni 2023 - Juni 2024

Honorary Teacher

- Providing Basic English Material Teaching to students in grades 1 to 6.

Pinhead Bali -Gianyar,Bali

Okto 2023 - Jan 2024

Admin HR

- Provide responsive services via WhatsApp media to guests and prepare other important documents related to company administration. Create employee attendance data and pay slips.
- Create company development data both in terms of revenue and employee performance.

HR Frelance -Gianyar,Bali

Mei - Agustus 2024

General Administrasi & Admin HR

- Make company petty cash financial reports,
- Check input purchasing report data,
- Check the amount of stock of consignment goods that arrive and are sold,
- Prepare documents and files required by the company from both the manager and owner
- Record employee attendance for pay slip purposes.
- Make progress reports company and employee performance for the owner.

Education

SMK Negeri 1 Gianyar - Glanyar, Bali

Juli 2020 - Jun 2023

Institutional Financial Accounting , 94.07/100.00

- Studying the application of the principles of professional practice at work implementing the principles of professionalism at work.
- Study the Journal Entry, Ledger and Preparation of Financial Reports process systems.
- Studying Spreadsheet/Excel Data Application Processing and operating Accounting computer applications, Learning to use Microsoft Office to create manual financial reports.

Organizational experience

Organisasi Siswa Intra Sekolah (OSIS) - Glanyar, Bali

Sep 2020 - Jan 2023

Deputy Chair of the Section for National Defense and National Insight

- Carrying out flag ceremonies on Monday and Saturday (preparatory ceremony for Monday), as well as national holidays
- Carrying out national defense activities, carrying out scouting activities, visiting and studying places of historical value

Ability

- **Ability(2023):** Microsoft Word, Microsoft PowerPoint, Google Workspace, Google Spreadsheet.
- **Ability Manual Financial Reports (2023):** Manual financial reports in the form of writing that include data on a company's expenses. This financial report is a requirement for graduation from the Institutional Finance study program.
- **Ability (2021):** Accounting Soft Skills training before participating in Field Work Practice (PKL) activities for 6 months at the Pratama Tax Service Office.
- **Ability (2022):** Foreign Language Soft Skills Training, namely English in the Post-Training Program Introduction to study abroad.