

ZELVIA ANGRAYANI

Depok, Indonesia 16424 | +62 852 7100 3880 | zelviangrayani7@gmail.com



PERSONAL DETAILS

Nationality: Indonesian

Gender: Female

Place and Date of Birth: Bukittinggi, 7 August 1998

Address: Pondok Cina, Beji, Depok. 16424

PERSONAL STATEMENT

As a graduated student of the Accounting Department, Faculty of Economics and Business, University of Indonesia, I am active in organizational activities in the economic and social fields to train me to work in different environments. I like to learn new things from my experiences. I have a high interest in building relationships and networking, and humble

EDUCATION

August 2016 – December
2022

Universitas Indonesia

Accounting

Faculty of Economics and Business

- GPA: 3,06 out of 4,00
- Total credits: 114

2013 – 2016

SMAN Agam Cendekia

Natural Sciences

TECHNICAL PROFICIENCIES

Technical Skills: Microsoft Office (Word, Powerpoint, Excel)

WORK HISTORY

Mar 2021 - Aug 2021

BRI Life

Divisi Keuangan | Internship

Key Contribution:

- Verify the customer's payment methods and account number once more
- Make a recapitulation customer inquiry report

Jan 2022 - Apr 2022

RSM Indonesia

Audit Assurance | Internship

Key Contribution:

- Assigned to conducting substantial testing, collecting samples, and examining documents to support audit reports
- Create and send confirmation letters of payables and receivables

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- Assist in the preparation of Audited Financial Reports by helping to enter audit worksheet numbers, footing, and assisting the team in correcting technical errors

April 2022 - Now **PT Kunwha Trading Indonesia**
Accounting | Staff

Key Contribution:

- Responsible for making monthly financial reports
- Responsible for recording daily transactions
- Make tax calculations and employee salaries

ORGANIZATIONAL EXPERIENCES

Jan 2018 – Jan 2019 **ESCO FEB UI**

Head of Finance

ESCO is the Economics Student Cooperative Organization. ESCO was founded by FEUI students from various majors who longed to learn good and correct cooperative practices

Key Contribution:

- Regulate and manage the finances of cooperative business units operating under ESCO FEB UI
- Record transactions that occur in cooperative activities and make reports on these transaction

Jan 2019 – Jan 2020 **SOSCOM FEB UI**

Vice Chairman

SOSCOM is a social community that accommodates student concerns and contributions through social activities in Faculty of Economic and Business UI

Key Contribution:

- Plan what social activities will carry out during the current year.
- Assist the chairman in making decisions regarding SOSCOM activities
- Ensuring that the activities were going as planned.
- Evaluate the performance of each division