



VIRA NUR RAHMAH

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Batam, Kepulauan Riau

I am a fresh graduate of managerial Accounting in Batam State Polytechnic. I have a very good health condition. Besides being able to communicate in polite and fluent in Indonesian. I am sure I can contribute to work in this company.

Work Experiences

Pt. Rigspek Perkasa - Batam, Kepulauan Riau

Nov 2021 - May 2022

Fixed Assets, Warehouse, Facility and Maintenance Intern

PT Rigspek Perkasa was established in January 2007 and is part of the Carl Stahl Hebeteknik GmbH which consists of a global network of companies with over 125 years of experience and a management team with an average of 30 years experience in lifting operations. We specialise in helping you to maintain a safe, legal and cost effective operational environment through the provision of testing, inspection, certification, training, consultancy and sales distribution of essential lifting equipment products

- Receive SO (Service Order) requests and update to SO (Service Order) Monitoring Database.
- Make/process SMR (Service Material Requestition)
- Receive goods/materials from vendors and update to Warehouse Receipt Database.
- Prepare and receive the Warehouse Receipt List with supporting documents related to the goods received
- Prepare Gate Pass Forms for equipment, consumables, goods for delivery of goods or projects outside the company.
- Make or receive a Defect Report as supporting evidence for the application for repair, replace or disposal.
- Check the equipment whose calibration date has expired and the attachment of the softcopy of the Calibration certificate into MICROSOFT DYNAMICS 365 BUSINESS CENTRAL, update the calibration date of the equipment according to the Calibration certificate.
- Receive the calibration certificate.
- Updating and completing Fixed Assets consisting of Fixed asset number, Serial Number, Responsible Employee, Responsible Manager, Location and Detail photo in MICROSOFT DYNAMICS 365 BUSINESS CENTRAL and excel folder
- Receive requests for equipment or consumables by writing them into a form, and updating the data into the Job Journal or Item Journal.
- Prepare Standard Operating Procedure (SOP) for Fixed Assets Management, Monthly Maintenance for Forklift Form
- Stock-taking consumables

Pt. Pegadaian - Batam, Kepulauan Riau

Aug 2021 - Nov 2021

Internship

PT Pegadaian (Persero), the owner of the Pegadaian brand, is a state-owned company which was first opened in Sukabumi on April 1, 1901. The main business of Pegadaian is providing loans with guaranteed movable goods both conventionally and sharia. While the supporting businesses include micro business financing, gold installments and savings, motor vehicle installments, hajj financing and sharia tourism, as well as various other services such as money transfers, online multi payments, estimation services, deposit services, gemstone certification, and safe deposit boxes

- Doing counter transactions.
- Give frontline services to customers.
- Handling customer's complaints.
- Serving all cash transactions (pawning, renewal, redemption, MPO payments, etc.).
- Explain, offer, and cross-sell all Pegadaian products.
- Doing bookkeeping, budget allocation, GA purchasing, and make payment for electricity, water, tax, etc.
- Make daily financial reports.
- Archive important company and customer files.
- Create a checking account.
- Contacting customers regarding payment dues.
- Carry out auction activities in the form of data entry and receipt of auction results.
- Carry out withdrawals and deposits of working capital to support disbursement transactions, installments, repayments, extensions, and payments for all products in the work unit.
- Carry out receipts and disbursements of money for product and operational transactions in the work unit according to their authority based on the applicable Service Guidelines or provisions (SOP).
- Perform calculations, recording, administration of documents or other evidence of transactions for the receipt and disbursement of money which is managed in accordance with the applicable provisions (SOP).

Education Level

Batam State Polytechnic - Batam, Kepulauan Riau

Aug 2018 -

Bachelor Degree in Managerial Accounting, 3.80/4.00

SMA Negeri 14 Batam - Batam, Kepulauan Riau

Jul 2015 - May 2018

High School Diploma in Social Sciences, 8.60/10.00

Organisational Experience

OSIS - MTsN Batam

Aug 2012 - Aug 2013

Humas

- Issuance of press releases (notifications) on each activity.
- Establish cooperative relationships with alumni, related agencies, and other non-binding parties to improve school quality.
- Handling services to official/press guests who have an interest in the school.
- Provide information and convey ideas or ideas to the public or other parties who need it.

Skills, Achievements & Other Experience

- **Certificate** (2021): ACCOUNTING TECHNICIAN BNSP · Issued Oct 2021 - Expires Oct 2024 Credential ID 6920033130041473202
- **Technical Skills:** Microsoft Office, e-SPT, MYOB or ABSS, SAP Fundamental, SAP Financial, MICROSOFT DYNAMICS 365 BUSINESS CENTRAL