



# MEILIANA PUTRI

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## PROFILE

I am a last-year student of Managerial Accounting in Batam State Polytechnic who passionate about topics like Accounting, Management Accounting, and Business.

## PERSONAL SKILLS

Time Management  
Teamwork  
Communicative  
Active & Fast Learner  
Problem Solving



## WORK EXPERIENCE

### ACCOUNTING - INTERNSHIP (12 July 2021-12 May 2022) PT RIGSPEK PERKASA

- Create a copy of some accounting documents to make it easier when needed at any time in the future.
- Sorting & filing accounting documents according to type and priority.
- Recording several expenditure and income activities from the company's operational activities.

## SOFTWARE SKILLS

Ms. Word  
Ms. Excel  
Ms. Power Point  
Ms. Dynamics 365  
SAP



## EDUCATION

### MANAGERIAL ACCOUNTING, BATAM STATE POLYTECHNIC

2018-PRESENT

Current GPA, 3.83

### SENIOR HIGH SCHOOL 12 BATAM

2015-2018

In high school, i was active in student council (2016-2017)

- Responsible for arranging an art competition and festival and organizing extracurricular.

## LANGUAGE

Indonesia  
English



## ORGANIZATION

### POLIBATAM ENGLISH CLUB (2020)

#### Member of Human Resources and Internal Affairs Division

Responsible for maintaining good relations among all members, organizing evaluation meetings, and held PEC regeneration program for freshman.

### KUMPULAN ANAK SENI (2019 & 2020)

#### Member of Traditional Dance Division

Successfully performing in national event, Kewirausahaan Mahasiswa Indonesia (KMI) 2019 at Batam State Polytechnic.

### IKATAN MAHASISWA MUSLIM POLITEKNIK NEGERI BATAM (2019)

#### Member of Seni Kajian Qur'an

Responsible for arranging IMMPPB Fair event and making proposal.