



ILYAS PERMANA

Accounting Staff

PROFILE

The finance & administration handler with constantly motivated to grow professionally. Work well in maintain accurate records & good attention to detail. Seeking the opportunity as accounting staff that suitable with my career objective.

CONTACT

Perum. Muka Kuning Indah 1 Blok AR-12, Kec. Batu Aji, Kota Batam.

0858-3633-7475

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EDUCATION

Politeknik Negeri Batam
Diploma in Accounting, 2015-2018

SMA Negeri 1 Batam
Social Science, 2012-2015

SKILLS

- Excellent with account receivable & account payable cycle
- Fast learner in accounting software, such as MYOB & CODA
- Proficient with financial reports and bank reconciliation
- Convenient english communication (written & verbal)
- Capable to work in a team, as well as independently

WORK EXPERIENCE

PT SAMUDERA AGENCIES INDONESIA, FINANCE STAFF
OCT 2018 - SEP 2020

- Prepared disbursement of shipping agency
- Issued invoice of shipping and container agency
- Monitored account receivable aging report
Reconcile bank statement - corporate bank list
- Handled monthly closing period

HOTEL BEST WESTERN PREMIER, ACCOUNT PAYABLE
(INTERN)

AUG 2017 - DEC 2017

- Prepared receipt & purchase order as supporting documents
Handled summary of payment amount with voucher
- Prepared cheque for chief endorsement
- Delivered the vendor payment
- Organized voucher & supporting documents has been paid