**Curriculum Vitae**

**Personal Details**

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|  | Full Name Sex Place, Date of Birth Nationality Marital Status Height, Weight Health Religion Address Mobile Phone E-mail | : Florentina Putri : Female : Probolinggo, August 5, 1979 : Indonesia : Married : 165 cm, 53 kg : Perfect : Moslem : Perum Bojong Depok Baru 1, Blok ZT No.3, Cibinong 16913 : 0817 9854 203 : 021 - 87903802 : putri.flo@gmail.com |

**Educational Background**

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|  | 1985 - 1991 1991 - 1994 1994 - 1997 1997 - 2001 | : Gajahmada Elementary School, Probolinggo : Junior High School No.1, Probolinggo : Senior High School No.1, Probolinggo : Accounting Department at the University of Pancasila, Jakarta |

**Course & Education**

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|  | 1998 - 1999 1999 - 2002 2004 - 2004 | : Computer & Internet Course at Puskom Gilland Ganesha, Jakarta : English Language Course at LBA Gilland Ganesha, Jakarta : Tax Course (Brevet A & B) di FAIUP, Jakarta |

**Qualifications**

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| 1. Accounting & Administration Skills (Journal Printing & Calculation, Ledger, Petty Cash Payroll & Calculation, Inventory Controls, Project Data Updating, Teller, Salary Caldulation). 2. Taxation System. 3. Computer Literate (MS Word, MS Excel, MS Power Point, MS Access, MS Outlook). 4. Internet Literate. |

**Working Experience**

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| Working at **PT. Flamboyan Bumi Singo**, Cibinong | |
| Period Purpose Position | : August 2001 - June 2011 : Permanently working : Accounting & Taxation staff |
| Job's Description :   * Payroll Staff; * Project's data updating; * Business correspondences; * Expatriates documentation filling & follow up; * Translation; * Appointment arrangement; * Filling data updating; * Arranged of business trip schedule; * Meeting budget arrangement; * Procurement filling, inventory control, and administration asistant; * Preparing for breakdown statement for the project, preparing intern finance circular correspondences, and preparing for the presentation materials; * Issuing invoice & receipt for vendor and customers; * Inventory Controller; * Preparation of purchase requirement and purchase order; * Invoice & payment arrangement. | |

Cibinong, June 9, 2011  
  
  
  
**Florentina Putri**