**Curriculum Vitae**

**Personal Details**

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|  | Full NameSexPlace, Date of BirthNationalityMarital StatusHeight, WeightHealthReligionAddressMobilePhoneE-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 - 19911991 - 19941994 - 19971997 - 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 - 19991999 - 20022004 - 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.
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**Working Experience**

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| Working at **PT. Flamboyan Bumi Singo**, Cibinong |
| PeriodPurposePosition | : 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.
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Cibinong, June 9, 2011

**Florentina Putri**