

# ANGGI APRILLIA CIPTA

Jakarta, Indonesia • +6285265547575  
anggiaprilliacipta@gmail.com • linkedin.com/in/anggi-aprillia-cipta-036871224

I am a graduated of Diploma Accounting from Padang State Polytechnic in 2021 and successfully graduated on time with a cum laude GPA of 3,52. Interested in finance, accounting, banking, and admin. But open opportunity to another field because I like a new things. Skilled in operating Microsoft Office (Word, Excel, PPT), MYOB, Accurate, and Typing. Have good communication skills, time management, and ability to work in individu or team.

## WORK EXPERIENCE

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### Reconciliation Private Label

Agustus 2022 – December 2023

PT Bank Negara Indonesia (Persero), Tbk

- Reconciliation TapCash transaction with partners BNI
- Make payments to partners related to TapCash transactions
- Processed daily TapCash transactions
- Reconciliation of cash withdrawals on partnership BNI
- Make returns to customers regarding cash withdrawals at BNI partnership

## INTERNSHIP EXPERIENCE

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### Junior Auditor

December 2021 – May 2022

KAP HHES Kreston Indonesia

- Vouching, stock opname, and cash opname.
- Prepared financial reports, notes on financial reports and independent auditor reports.
- Created documents to confirm the company's debts and receivables by matching the company's debt / receivable balance with existing transaction evidence.
- Created an examination working paper by recapitulated the balance per book and the balance per audit.
- Audited the client's premises and confirming the data to be audited

### Staff Accounting

February 2021 – May 2021

STMIK Indonesia Padang

- Recorded petty cash fund transactions
- Entered daily transaction to ABSS Accounting
- Created and printed invoice documents

## EDUCATION

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### Diploma of Accounting — Padang State Polytechnic

2018 - 2021

- Created a final project about a company's comprehensive budget
- Staff of HIMA Accounting Dept Minat dan Bakat
- Member of Ikatan Mahasiswa Tanah Datar

## CERTIFICATION

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### **Brevet Pajak A & B**

Pusat Studi Keuangan dan Kebijakan Publik PNP (2022)

### **Pelatihan Pembinaan Mental, Fisik, dan Disiplin (Bintalfisdis)**

Komandam Rindam I / Bukit Barisan (2018)

## SKILLS

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- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- MYOB/ABSS Accounting
- Accurate
- Fast Typing