

CURRICULUM VITAE

NEZAR AZZY PRATAMA

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Abu Dhabi – UAE



CARRIER OBJECTIVE:

To pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization.

WORK HISTORY:

- ❖ **ADMINISTRATION ACCOUNTS at CANDIMAS GROUP (Public Gas Station & Pertamina Supporting from Indonesia Oil Company) – Central Java, Indonesia**
From 11/2020 to 03/2023
 - Manage administration, such as managing files, mailing, making report, managing archives, financial arrangement and inputting company data.
 - Answering and managing incoming and outgoing call.
 - Taking care of staff office space.
 - Sending, received and archive letters and e-mail.
 - Greeting visitors dan interview candidates.
 - Maintaining the office database – organized information for individual employees and management.
 - Receive a deposit from the sale of fuel oil by the operator.
 - Create employee work schedule.
 - Purchasing office equipment and supplies.
 - Arranging principle licensing with Pertamina Indonesia Oil Company.
 - Monthly recap of employee absence.
 - Make monthly and annual corporate tax and bill payments.
 - Establishing and implemented administrative policies and procedures for the office.
 - Filing and recording corporate documentation, electronic files, inventories and report.

- ❖ **CUSTOMER SERVICES EXECUTIVE at Mitra Sehati Sekata (Distribution Company) – Central Java, Indonesia, from 05/2019 to 09/2020**
 - Handle marketing invoices.
 - Keep an eye on going orders.
 - Responsible for processing orders by telephone, e-mail, or mail.
 - Checks if the order includes the correct price, discount and produk number and enter it into the company's computer system.

- Keeps marketing records and update customer records.
- Order process via e-mail or telephone.
- Check the accuracy of data in orders and invoices.
- Answering and managing incoming and outgoing call.
- Related with logistics department to ensure timely delivery.
- Make daily, weekly, monthly and yearly sales reports.
- Ensure sales targets are met and report any irregularities.
- Up to date with new products.

❖ **ADMINISTRATION CLERK at Purwokerto Orthopedic Hospital – Central Java, Indonesia, from 07/2018 to 03/2019**

- Able to manage administration around staffing in the hospital.
- Perform various matters relating to the arrangement and recording of hospital financial administration.
- Able to keep financial records for patients as well as hospital employees in a more transparent and structured manner.
- Managing health facilities.
- Able to organize hospital administration in general and more coordinated.
- Create and send letter via the post office or e-mail for the benefit of the company.
- Coordination with the HR department regarding employee performance and matters related to employees

COMPUTER KNOWLEDGE:

- Good Computer knowledge.
- Ms. Office Application.
- Basic Level of Zahir Accounting Software
- Good Experience in Extranets like Tiket.com, Booking.com, Expedia, Agoda, etc.
- Good Experience in DSS Matrix Application for Distribution company - Indonesia.
- Internet and E-mail.

SKILLS:

- Certified of Computer Competence test by Indonesia Professional Certification Authority in the area of : *Primary Accounting Technicians*
- Certified of Computer Competence test by Indonesia Professional Certification Authority in the area of : *Computer Operator*
- Certified of Computer Competence test by Professional Certification Body for LP3I : *Accounting Technicians*
- Certified of Computer Competence test by Professional Certification Body for LP3I : *Primary Accounting Technicians*
- Certified of Computer Competence test by Professional Certification Body for LP3I : *Computer Operator*
- Ability to learn new software applications.
- Customer-service orientation.
- Good communication skills – written and oral.
- Creative, insightful, innovative, assertive.
- Customer Focus, Telephone Skills, Professionalism, Handles Pressure, Supply Management Attention to detail, excellent planning, organizing and time management skills.

- Able to operate basic level Zahir accounting software.
- Able to prepare company financial report uses information technology application and manually report from Ms. Excel.
- Understand the flow of making company financial reports.

APPRECIATION:

- Certificate of Participant in Studium Generale “The Importance of knowing Cross-Cultural Understanding in the field of Economics, Culture, and Education”
- Certificate of Participant Completed Table Manner from LP3I BC Purwokerto at Meotel Purwokerto
- Certificate of Participant English Camp in Seal’s Event.
- International experience : industrial visits to Yakult companies in Singapore and Malaysia 2018

EDUCATION:

- BACHELOR of ACCOUNTING
Institute of Economic Science Totalwin Semarang – Central Java, Indonesia
October 2022.
- DIPLOMA DEGREE of COMPUTERIZED ACCOUNTING
Indonesian Educational and Professional Development Institutions
October 2019

PERSONAL DETAIL:

Name	: NEZAR AZZY PRATAMA
Date of birth	: 24 April 1998
Nationality	: Indonesia
Gender	: Male
Marital Status	: Single
Languages	: Bahasa, Malayu and English

PASSPORT DETAIL:

Passport No	: E2335265
Date of Issue	: 13 / 02 / 2023
Date of expiry	: 13 / 02 / 2033
Place of Issue	: Cilacap – Indonesia

DECLARATION:

I HEREBY DECLARE THAT THE ABOVE INFORMATION IS TRUE AND BEST OF MY KNOWLEDGE.

NEZAR AZZY PRATAMA