





# WIRSITI NAKUDI SARDIMAN



## Contact

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Abu Dhabi

## Personal Details

- Date of Birth : 01-11-1997
- Gender : Female
- Marital Status : Single
- Nationality : Indonesian
- Passport No : C7946917

## Education

- **Bachelor Of Economics**  
Sekolah Tinggi Ilmu Ekonomi  
STAN Indonesia Mandiri University  
2018-2019
- **Computerized Accounting**  
LP3I BUSINESS COLLEGE  
Indramayu  
2016-2018

## Language

- Bahasa Indonesia
- English

## About me

I am 26 years old, bachelor's degree (S1) I am a disciplined and hardworking person, responsible in a job, Honesty is always my priority. I am Looking for a challenging position in a reputed organization where I can learn new skills, expand my knowledge and utilize my learnings.

## Work Experience

2021  
-  
2023

### AL Bader Exchange

#### Counter staff / Remittances department

- Greet the customer.
- Processing the payout and sendout transactions.
- Assisting customers for remittances by collecting valid documents, beneficiary account details.
- Compute and record all transactions.
- Updating and monitoring remittances status via company Portal.
- Creating the report and tallying.
- Processing WPS salary disbursal.
- Processing credit card payments.
- Assisting trainees or new employees.
- Strict adherence to the Al Bader Exchange Internal policies.

2018  
-  
2021

### CV Buyung Mas Tani

#### Accounting Staff

- Handle sales invoices.
- Monitoring orders in progress.
- Check that orders include the correct prices, discounts and product numbers and enter them into the company's computer system.
- Documents filing.
- Maintain sales records and update customer records.
- Create daily, weekly, monthly and annual sales reports.



## Skills

- Ability to work under pressure.
- Quick learned
- Trustworthy and honest.
- Knowledge of Microsoft Office (Ms word, Ms excel, Ms PowerPoint).
- Phone handling skills and active listening.
- Hard working and self motivated.
- Responsible and flexible.
- Amazing ability to walk, sit, and stand for a long period time.
- Service oriented

## Declaration

I hereby declare that the facts given in this resume are correct to best of my knowledge and belief.