

Bandung, April 2016

To,  
Mr. & Ms. Human Resources Development  
in  
Place

Hal : Application Letter

I would like to apply for *Administration or Accounting Staff* in your company. I was graduated from Bachelor Degree (S1) on my college Politechnic of Piksi Ganesha Bandung, my major is Computerized Accounting. I have knowledge about business management, accounting, finance, administration and computerized accounting. My working experience at Honda Mitra Jaya, CV as Administration Head (ADH) improved my skills and ability to work in a team environment. I believe my working experience and my educational background would be useful for me to contribute your company.

My personality as a hard worker, like to learn new things and fast learner. Herewith I enclose my curriculum vitae, which will give details of my qualification.

Those are my entire application letter. I hope you will consider this application letter. I am available for interview at anytime. I can be contacted most easily on the mobile phone number an email address given above. I am looking forward to hearing next information to you.

Yours Sincerely  
**Rendi Kurnia Juliansyah, S.ST**

## *Curriculum Vitae* (Daftar Riwayat Hidup)

### Personal Identities

Name : Rendi Kurnia Juliansyah  
Place/Date of Birth : Bandung, July 22<sup>nd</sup> 1992  
Gender : Male  
Nationality : Indonesian  
Height/ Weight Body : 168cm/ 55kg  
Religion : Moslem  
Address : Jl. Jurang Gg. Jurang III No.509/181A  
RT 05/04 Kel. Pasteur Kec. Sukajadi  
Bandung 40161  
Mobile Phone : 08892805251/ 089647359979 / 022-2042267  
Email : [juliansyahrendi9@gmail.com](mailto:juliansyahrendi9@gmail.com)

### Formal Educations

Years 1998-2004 : SD Negeri Luginasari 1 Bandung  
Years 2004-2007 : SMP Negeri 12 Kota Bandung  
Years 2007-2010 : SMK Negeri 2 Kota Bandung  
Years 2010-2014 : Politeknik Piksi Ganesha  
(Computerized Accounting D-IV/S1)  
GPA : 3.43

### Organization Experience

Nov 2011 - Nov 2012 : Anggota Himpunan Mahasiswa Komputerisasi  
Akuntansi (Div. Acara)  
Juny, 22<sup>nd</sup> 2012 : Divisi Acara Seminar Perbankan di Politeknik  
Piksi Ganesha

### On Job Training Experience

July, 14<sup>th</sup> – October 14<sup>th</sup> 2009 : FTMD-Institut Teknologi Bandung  
As **Drafter**  
October, 21<sup>st</sup> – December, 21<sup>st</sup> 2013 : PT. Astra International Tbk, UD Trucks Sales  
Operation Cabang Bandung ABC  
As *Administration Service*

### Working Experience

January 2014 – July 2014 : PT. Astra International Tbk, UD Trucks Sales  
Operation Cabang Bandung ABC  
As *Administration Service*

August 2014 - December 2014 : PT. Astra International Tbk, Daihatsu Sales  
Operation Cabang Bandung ABC  
As *Administrasi Unit Branch*

March 2015 – October 2015 : PT. Dirgantara Yudha Artha  
As *Administrasi Logistic*

February 2016 – Now : CV. Honda Mitra Jaya Group  
As *Administration Head (ADH)*

### **Other Abilities**


*Computer Literate* : Ms. Word, Ms. Excel, Ms. Power Point  
*Computer Drawing* : AutoCad, Inventor  
*Accountancy, MYOB Accounting* : Lap. A/R, LKBH, GL, L/R, Reconcil Bank  
*Astra Computer Program* : PSS4W Program, AstraNet  
*E-Faktur*



**PROVINSI JAWA BARAT  
KOTA BANDUNG**

**NIK : 3273072207920001**

Nama : RENDI KURNIA JULIANSYAH  
Tempat/Tgl Lahir : BANDUNG, 22-07-1992  
Jenis Kelamin : LAKI-LAKI Gol. Darah : O  
Alamat : GG. JURANG III NO.509/181 A  
RT/RW : 005 / 004  
Kel/Desa : PASTEUR  
Kecamatan : SUKAJADI  
Agama : ISLAM  
Status Perkawinan : BELUM KAWIN  
Pekerjaan : PELAJAR/MAHASISWA  
Kewarganegaraan : WNI  
Berlaku Hingga : 22-07-2017



KOTA BANDUNG  
26-09-2012  
*Rendi*



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN REPUBLIK INDONESIA  
SK. NOMOR 04/D/0/2004

## POLITEKNIK PIKSI GANESHA

No. Seri Ijazah : 045-027-14.401.010

Memberikan Ijazah Kepada : Rendi Kurnia Juliansyah  
*Awarded to*  
Tempat dan Tanggal Lahir : Bandung, 22 Juli 1992  
*Place, Date of Birth*  
Program Pendidikan : DIPLOMA IV (D.IV/S-I) No. Pokok Mahasiswa : 10.401.412  
*Program*  
Program Studi : Komputerisasi Akuntansi  
*Study Program*  
Konsentrasi : \_\_\_\_\_  
*Concentration*  
Tanggal Lulus : 14 Mei 2014  
*Date of Graduation*  
Izin Program Studi : Surat Keputusan Dirjen Pendidikan Tinggi Kementerian Pendidikan dan Kebudayaan RI  
*Number of Study Program* No. 2079/D/T/2008 tanggal 7 Juli 2008  
TERAKREDITASI "B" : Berdasarkan Surat Keputusan Badan Akreditasi Nasional Perguruan Tinggi SK. BAN-PT  
*Accreditation* Nomor : 002/BAN-PT/AK-IX/Dipl-IV/N/2012 - 11 Mei 2012

Dan kepadanya dilimpahkan segala wewenang dan hak yang berhubungan dengan ijazah yang dimilikinya.  
*And her/him delegated all powers and rights associated with the certificate has.*

serta berhak menggunakan gelar sebutan Sarjana Sains Terapan ( S. ST. )  
*as well as entitled to use the degree title*

Pembantu Direktur I  
Bidang Akademik

Bisma Indrawan, S.E., MM.



Bandung, 14 Mei 2014  
Direktur



DR. K. Prihartono AH, Drs., S.Sos., MM.



**TRANSKRIP NILAI AKADEMIK**  
**ACADEMIC TRANSCRIPT**

Nama : RENDI KURNIA JULIANSYAH  
 Name of Student  
 Tempat, Tgl. Lahir : Bandung, 22 Juli 1992  
 Place, Date of Birth

Program Studi : Keperawatan Akuntansi  
 Study Program : Computerized Accounting  
 Program / N.P.M. : DIPLOMA IV / 10.401.412  
 Program/Student Identification Number

Kode Mata Kuliah / Code	Nama Mata Kuliah / Name of Subject	SKS / Credits	Nilai Tengah / Mid Grade	Nilai Akhir / Final Grade	Kode Mata Kuliah / Code	Nama Mata Kuliah / Name of Subject	SKS / Credits	Nilai Tengah / Mid Grade	Nilai Akhir / Final Grade		
PK1001	Kewarganegaraan / Civics	2	A	4.00	4.00	KB1014	Bahasa Bisnis / Business Regulation	2	A	4.00	4.00
PK1002	Pendidikan Agama / Studies of Religion	2	A	4.00	4.00	KB1019	Komunikasi dan Korespondensi Bahasa Indonesia / Writing and Indonesian Business Correspondence	2	A	4.00	4.00
PK1003	Pendidikan Pancasila / Pancasila Studies	2	C	2.00	4.00	KB1020	Kewangan Perbankan / Banking Finance	3	B	3.00	3.00
KK1003	Administrasi, Organisasi dan Manajemen / Administration, Organization and Management	2	A	4.00	4.00	KB1007	Akuntansi Laporan / Advanced Accounting	3	A	4.00	12.00
KK1004	Akuntansi Sektor Publik / Public Sector Accounting	3	A	4.00	12.00	KB1024	Labs. Komputer Akuntansi (MYOB) / Accounting Computer Laboratory (MYOB)	4	B	3.00	12.00
KK1013	Dasar-Dasar Bisnis / Business Principles	2	A	4.00	4.00	KB1032	Manajemen Keuangan I / Financial Management I	3	A	4.00	12.00
KK1014	SIEM Komputer / SIEM Computer	3	A	4.00	12.00	KB1033	Manajemen Keuangan II / Financial Management II	3	B	3.00	9.00
KK1027	Logika Aljabar / Logic and Algebra	3	B	3.00	9.00	KB1035	Manajemen Pelayanan Prima / Service Excellence	2	B	3.00	6.00
KK1031	Matematika Bisnis / Business Mathematics	2	A	4.00	4.00	KB1036	Manajemen Pemasaran / Marketing Management	3	B	3.00	9.00
KK1035	Perograman Visual Basic / Visual Basic Programming	3	C	2.00	4.00	KB1038	Manajemen Perbankan / Banking Management	2	A	4.00	8.00
KK1042	Pengantar Ilmu Ekonomi / Introduction to Economics	2	A	4.00	4.00	KB1042	Manajemen Risiko / Risk Management	2	A	4.00	8.00
KK1061	Sistem Operasi / Operational System	3	B	3.00	9.00	KB1044	Manajemen Strategi Bisnis / Business of Strategic Management	3	A	4.00	12.00
KK1064	Statistik Bisnis / Business Statistics	3	A	4.00	12.00	KB1045	Manajemen Sumber Daya Manusia / Human Resource Management	2	A	4.00	8.00
PI1001	Perdagangan Internasional / Ekspor Impor	2	B	3.00	6.00	KB1048	Sistem Basis Data / Database System	3	A	4.00	12.00
PI1002	Bahasa Inggris Bisnis I (General English) / Business English I (General English)	2	A	4.00	4.00	KB1049	Pasar Modal dan Monopoli / Stock And Exchange Market	2	A	4.00	8.00
PI1003	Bahasa Inggris Bisnis II (Conversation) / Business English II (Conversation)	2	A	4.00	4.00	KB1050	Penghasilan I (PPh Orang Pribadi) / Taxation I (Personal Tax)	2	B	3.00	6.00
PI1004	Bahasa Inggris Bisnis III (Correspondence) / Business English III (Correspondence)	2	B	3.00	6.00	KB1051	Penghasilan II (PPh Badan) / Taxation II (Structural Tax)	2	B	3.00	6.00
PI1014	Etika Profesi / Professional Ethics	2	B	3.00	6.00	KB1054	PPN dan PPhBM / VAT and Sales of Import Duties	2	A	4.00	8.00
PI1016	Kewirausahaan / Entrepreneurship	2	B	3.00	6.00	KB1060	Praktik Perpajakan / Tax Practice	2	B	3.00	6.00
PI1018	Metodologi Penelitian / Research Methodology	2	A	4.00	4.00	KB1066	Praktik Akuntansi Sektor Publik / Accounting Laboratory	4	A	4.00	16.00
PI1021	Pengantar dan Praktis Aplikasi Komputer - Internet / Introduction to Computer Application - Internet	4	B	3.00	12.00	KB1083	Sistem Informasi Akuntansi / Accounting Information System	3	B	3.00	9.00
PI1022	Pengertian Bahasa Jepang (No Hange No Kana) / Introduction to Japanese	2	B	3.00	6.00	KB1088	Struktur Data / Data Structure	3	B	3.00	9.00
PI1024	Praktik Keperawatan / Computerized Laboratory	3	B	3.00	9.00	KB1013	Praktik Kewirausahaan / Entrepreneurship Laboratory	2	A	4.00	8.00
KB1002	Akuntansi Biaya / Cost Accounting	3	B	3.00	9.00	KB1026	Melakukan Masyarakat dan Komunikasi Bisnis / Business Communication and Public Relations	2	A	4.00	8.00
KB1003	Akuntansi Dasar I / Principle Accounting I	3	B	3.00	9.00	KB1030	Laporan Keuangan (PKL) / Financial Report (Job Training)	2	B	3.00	6.00
KB1004	Akuntansi Dasar II / Principle Accounting II	3	A	4.00	12.00	KB1031	Manajemen / Thesis	4	3.51	21.06	
KB1006	Akuntansi Intermediet / Intermediate Accounting	3	B	3.00	9.00		<b>JUMLAH / TOTAL</b>	<b>146</b>		<b>501.06</b>	
KB1008	Audits Laporan Keuangan / Financial Report Analysis	3	B	3.00	9.00		<b>INDEKS PRESTASI KUMULATIF / GRADE POINT AVERAGE (GPA)</b>	<b>3.43</b>			
KB1010	Audit / Audit	3	B	3.00	9.00		<b>Predikat Kelulusan / Academic Distinction</b>	<b>Siapa Menentukan</b>		<b>Good</b>	
KB1013	Pengembangan / Budgeting	3	B	3.00	9.00						

2 x 3

: PENGARUH PROSEDUR PENAGIHAN PIUTANG USAHA TERHADAP PERPUTARAN PIUTANG DI PT. ASTRA INTERNASIONAL Tbk, UD TRUCKS SALES OPERATION CABANG BANDUNG

Transkrip ini dibuat dengan akurasi  
 This Transcript is in Correct and Accurate

4 Transkrip di Bandung, 14 Mei 2014  
 Based in Bandung, 14 May 2014

Tanda Tangan  
 Signature

Tanda Tangan  
 Signature

Nama Terang : DR. K. Polikarna A.R., Drs., S.Sos., MM.  
 Full Name  
 Jabatan : Direktur  
 Position : Director

Nama Terang : Hana Indrawan, SE., MM.  
 Full Name  
 Jabatan : Ketua I Bidang Akuntansi  
 Position : Academic Assistant Director



NO.ADUK7/17/2013000596

**BADAN NASIONAL  
SERTIFIKASI PROFESI**  
INDONESIAN PROFESSIONAL  
CERTIFICATION AUTHORITY

**SERTIFIKAT KOMPETENSI  
CERTIFICATE OF COMPETENCE**

Dengan ini menyatakan bahwa,  
*This is to certify that,*

*Rendi Kurnia Juliansyah*

No. Reg. PPG 075 000596 2013

Telah Kompeten pada bidang :  
*is competent in the area of :*

**Teknisi Akuntansi Penyelia**

dengan Kualifikasi/Kompetensi :  
*with Qualification/Competency :*

01. JAP.TA02.010.01

02. JAP.TA02.011.01

Sertifikat ini berlaku selama 3 (tiga) tahun  
*This certificate is valid for 3 (three) years*

Atas nama (on behalf of) BNSP :  
**Lembaga Sertifikasi Profesi Politeknik Piksi Ganesha**  
*Piksi Ganesha Polytechnics Profession Certification Body*

**DR. K. Prihartono AH, Drs., S.Sos., M.M**  
Ketua Dewan Pengarah  
( *Chair Person* )

**Ahmad Dohar, Drs., M.Si**  
Ketua Badan Pelaksana  
( *Executive Director* )



NO. 80322412100005962013