

Bandung, *March*, 2018

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

Hal : Application Letter

I would like to apply for application letter 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 Motor CV. Mitra Jaya, PT* as *Administration Head* 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 : 087785584261  
Email : [julianrendi22@gmail.com](mailto:julianrendi22@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

<b>Periode</b>	<b>Place</b>	<b>Job Description</b>
January 2014 – July 2014	PT. Astra Intenational, Tbk UD Trucks Sales Operation Cabang Bandung  <i>As Administration Service</i>	<ul style="list-style-type: none"> <li>- Making And Monitoring A/R</li> <li>- Making Report Daily Bank</li> <li>- Making a Journal Transaction</li> <li>- Making Billing Transaction</li> </ul>
August 2014 - December 2014	PT. Astra International, Tbk Daihatsu Sales Operation Cabang Bandung  <i>As Administration Unit Branch</i>	<ul style="list-style-type: none"> <li>- Processing a purchasing cars</li> <li>- Make a Report Transaction Bank</li> <li>- Reconciliasi Bank</li> <li>- Make a Billing for Leasing Office</li> <li>- Follow up A/R and A/P</li> <li>- Checking SPK (Surat Pesanan Kendaraan)</li> <li>- Facture Tax</li> </ul>
March 2015 – Oct 2015	PT. Dirgantara Yudha Artha  <i>As Administration Logistic</i>	<ul style="list-style-type: none"> <li>- Monitoring Stock Inventory</li> <li>- Make a Billing for Supplier</li> <li>- Follow up A/R with Finance department</li> </ul>
Feb 2016 – Now	Honda CV. Mitra Jaya  <i>As Administration Head</i>	<ul style="list-style-type: none"> <li>- Controlling Administration in Workshop Department</li> <li>- Make a Billing Sparepart</li> <li>- Follow up A/R Sparepart</li> <li>- Make a Journal Transaction (Daily and Monthly)</li> <li>- Report a Problem in Office , etc</li> </ul>

## 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  
Bertaku Hingga : 22-07-2017



KOTA BANDUNG  
26-09-2012





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 Julian Syah  
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 : 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/I/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.



DIREKTORAT JENDERAL PENDIDIKAN TINGGI KEMENTERIAN PENDIDIKAN NASIONAL RI  
SK. MENDIKNAS RI NO.04/D/O/2004

**POLITEKNIK PIKSI GANESHA**  
Jl. Jend. Gatot Subroto 301 Bandung 40274 ☎ 022 - 87 340030 Fax. 022 - 87 3400 86  
www.piksi-ganesha-online.ac.id email: piksionline@yahoo.com

**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

No. dan Nama Mata Kuliah / Course No. and Name of Subject	SKS / Credit	Nilai / Grade	Nilai / Grade	Nilai / Grade	No. dan Nama Mata Kuliah / Course No. and Name of Subject	SKS / Credit	Nilai / Grade	Nilai / Grade	Nilai / Grade
PK1001 Kewarganegaraan / Civic	2	A	4.00	8.00	KR1014 Bahasa Bisnis / Business Regulation	2	A	4.00	8.00
PK1002 Pendidikan Agama / Study of Religion	2	A	4.00	8.00	KR1019 Kewarganegaraan dan Keperawatan Bahasa Indonesia / Civic and Indonesian Business Correspondence	2	A	4.00	8.00
PK1003 Pendidikan Pancasila / Pancasila Studies	2	C	2.00	4.00	KR1020 Keperawatan Perbaikan / Nursing Practice	3	B	3.00	9.00
KK1007 Administrasi, Organisasi dan Manajemen / Administration, Organization and Management	2	A	4.00	8.00	KR1007 Akuntansi Lanjutan / Advanced Accounting	3	A	4.00	12.00
KK1004 Akuntansi Sektor Publik / Public Sector Accounting	3	A	4.00	12.00	KR1024 Lab. Komputer Akuntansi (MYOB) / Accounting Computer Laboratory (MYOB)	4	B	3.00	12.00
KK1013 Dasar-Dasar Bisnis / Business Principles	2	A	4.00	8.00	KR1032 Manajemen Keuangan I / Financial Management I	3	A	4.00	12.00
KK1014 SIM Komputer / SIM Computer	3	A	4.00	12.00	KR1037 Manajemen Keuangan II / Financial Management II	3	B	3.00	9.00
KK1027 Logika Aljabar / Logic and Algebra	3	B	3.00	9.00	KR1033 Manajemen Pelayanan Prima / Service Excellence	2	B	3.00	6.00
KK1031 Matematika Bisnis / Business Mathematics	2	A	4.00	8.00	KR1036 Manajemen Pemasaran / Marketing Management	3	B	3.00	9.00
KK1035 Perogramisan Visual Basic / Visual Basic Programming	3	C	2.00	6.00	KR1039 Marketing Perbaikan / Sales Management	2	A	4.00	8.00
KK1042 Pengantar Ilmu Ekonomi / Introduction to Economics	2	A	4.00	8.00	KR1042 Manajemen Risiko / Risk Management	2	A	4.00	8.00
KK1061 Sistem Operasi / Operational System	3	B	3.00	9.00	KR1044 Manajemen Strategi Bisnis / Business of Strategic Management	3	A	4.00	12.00
KK1064 Statistik Bisnis / Business Statistics	3	A	4.00	12.00	KR1045 Manajemen Sumber Daya Manusia / Human Resource Management	2	A	4.00	8.00
PH1001 Perbandingan Internasional / Higher Japan	2	B	3.00	6.00	KR1048 Sistem Basis Data / Database System	3	A	4.00	12.00
PH1002 Bahasa Inggris Bisnis I (General English) / Business English I (General English)	2	A	4.00	8.00	KR1049 Pasar Modal dan Moneter / Stock and Exchange Market	2	A	4.00	8.00
PH1003 Bahasa Inggris Bisnis II (Correspondence) / Business English II (Correspondence)	2	A	4.00	8.00	CS1040 Perpajakan I (PPh Orang Pribadi) / Taxation I (Personal Tax)	2	B	3.00	6.00
PH1004 Bahasa Inggris Bisnis III (Correspondence) / Business English III (Correspondence)	2	B	3.00	6.00	CS1042 Perpajakan II (PPh Badan) / Taxation II (Distribution Tax)	2	B	3.00	6.00
PH1014 Etika Profesi / Professional Ethics	2	B	3.00	6.00	KR1054 PPh dan PPnBM / PPT and Sales of Import Duties	2	A	4.00	8.00
PH1016 Kewirausahaan / Entrepreneurship	2	B	3.00	6.00	KR1061 Praktek Perpajakan / Tax Practice	2	B	3.00	6.00
PH1018 Metodologi Penelitian / Research Methodology	2	A	4.00	8.00	KR1066 Praktek Akuntansi Dasar / Practical Accounting Laboratory	4	A	4.00	16.00
PH1021 Program dan Praktek Aplikasi Komputer - Internet / Introduction to Computer Application - Internet	4	B	3.00	12.00	KR1067 Sistem Informatika Akuntansi / Accounting Information System	3	B	3.00	9.00
PH1022 Program dan Praktek Aplikasi Komputer - Jaringan / Introduction to Computer Application - Network	4	B	3.00	12.00	KR1068 Struktur Data / Data Structure	3	B	3.00	9.00
PH1024 Praktek Keperawatan / Community Laboratory	2	B	3.00	6.00	BB1013 Praktek Keperawatan dan Keperawatan Bahasa Indonesia / Civic and Indonesian Correspondence Laboratory	2	A	4.00	8.00
KR1002 Akuntansi Biaya / Cost Accounting	3	A	4.00	12.00	BB1030 Hubungan Masyarakat dan Komunikasi Bisnis / Business Communication and Public Relations	2	A	4.00	8.00
KR1003 Akuntansi Dasar I / Principle Accounting I	3	B	3.00	9.00	BB1032 Laporan Keuangan (PKS) / Financial Report (Accounting)	2	B	3.00	6.00
KR1004 Akuntansi Dasar II / Principle Accounting II	3	A	4.00	12.00	BB1033 Akuntansi / Thesis	4	3.51	21.06	
KR1006 Akuntansi Intermediet / Intermediate Accounting	3	B	3.00	9.00					
KR1008 Auditis Laporan Keuangan / Financial Report Analysis	3	B	3.00	9.00					
KR1010 Audit / Audit	3	B	3.00	9.00					
KR1017 Perencanaan / Budgeting	3	B	3.00	9.00					
<b>JUMLAH / TOTAL</b>							<b>146</b>		<b>503.06</b>
<b>INDEKS PRESTASI KOMULATIF / GRADE POINT AVERAGE (GPA)</b>							<b>3.43</b>		
<b>Predikat Kelulusan / Academic Distinction</b>							<b>Sangat Memuaskan</b>		<b>Good</b>

2 x 3  
Jumlah Skripsi / Thesis Title

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

Transkrip ini dibuat dengan sebenarnya / This Transcript is true and accurate

Dibuat di Bandung, 14 Mei 2014 / Issued in Bandung, 14 May 2014

Tanda Tangan / Signature

Tanda Tangan / Signature

Nama Terang / Full Name: **DR. K. Polikartus A.H., Drs., S.Soc., MM.**  
Jabatan / Position: **Direktur / Director**

Nama Terang / Full Name: **Bisma Indrawati, SE., MM.**  
Jabatan / Position: **Prof. I Bisma Indrawati / 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