

APPLICATION LETTER

Bandung, 25 July 2018

To the attention of:
Human Resources Department

Dear Sir / Madam,

I have got information that your company is looking for some qualified employee to fill the vacant position. I have been seeking just such an opportunity as this and I am writing to express my interest. I think with my relevant experience and educational background, I believe I am qualified for the position in your company.

First, I would like to introduce myself, my name is Yoga Saputra. I am a 31 years old man, healthy physical and spiritual, and have completed education Management Resort and Leisure at Indonesia University of Education. I have experienced in working as General Cashier / Admin and Purchasing / Admin at Nirwana Gardens Resort for about seven years. I am a hard worker, fast learner and capable work individual as well as for teamwork. My strength in working is always responsible with everything I did.

I am proficient in languages and know how to use computer system for handling documents. Being attentive to details, I am able to work with people at any levels. And I am sure supported by my personal that is easy to learn, I can be right choice to fill the position you need.

Enclosed is a resume that provides more details about my background. I appreciate your time reviewing my application letters, and it will be a pleasure for me to attend an interview with you. I look forward to hearing from you soon. Thank you.

Sincerely yours,

Yoga Saputra S.Par (Mr)
Encl.

RESUME

YOGA SAPUTRA, S.Par

☎ +62 85356535031

@ yoga_saputra2003@yahoo.com

[in http://id.linkedin.com/pub/yoga-saputra/a3/570/479/](http://id.linkedin.com/pub/yoga-saputra/a3/570/479/)



Personal Details

Name : Yoga Saputra S.Par
Place, Date of Birth : Tangerang, 13 July 1987
Gender : Male
Wight, Height : 84Kg, 169cm
Marital Status : Marriage
Nationality : Indonesian
Languages : Indonesian, English,
Education level : Management Resort and Leisure (S1)
Expected Salary : -
Current location : Bandung - Indonesia
Mobile Phone : +62 85356535031
Email : yoga_saputra2003@yahoo.com
Address : Komp. Buah Batu Kencana Town House Kav. 17 Kel. Sekejati
RT. 001/ 013, Kecamatan Buah Batu, Bandung 40286

Objective

Bringing extensive experience in accounting and administration. General Cashier which field where exceptional analytical and technical skills and effective cash handling experience can be fully utilized to improve the company's productivity. I am willing to challenge new task to enhance my further career.

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Education Background

- 2005 – 2009 Indonesia University of Education, Bachelor Programme in Resort and Leisure Management – Tourism Bandung.
- 2002 – 2005 SMU Negeri 3 Kota Cimahi.
- 1999 – 2002 SLTP Negeri 2 Kota Cimahi.
- 1993 – 1999 SD Negeri Sudirman 4 Kota Cimahi.
-

Working Experience

✓ **Sept 2012 – Aug 2017** **General Cashier & Admin at Nirwana Gardens Resort Bintan**

1. Handling remittance cash revenue from outlet.
2. Handling daily bank report.
3. Handling over and short report.
4. Handling monthly report.
5. Handling petty cash claim.
6. Handling petty cash report weekly and monthly.
7. Supervising cashier outlet.
8. Monitoring foreign exchange rate.
9. Update leave balance and attendant report Finance Department.
10. Update schedule fingerprint attendance.

Reference :

- Mr. Mardi Tarwidi - Asst. Finance Controller Nirwana Gardens Resort, Mobile - 0813 7289 9400
- Mr. Tjandra - Dir. of Finance Nirwana Gardens Resort, Mobile - 081 2702 7158

✓ **May 2012 – Aug 2012** **Admin & Purchasing at Nirwana Gardens Resort Bintan**

1. Handling purchase request from other department.
2. Handling purchase order.
3. Handling purchasing monthly report.
4. Update price item from supplier.
5. Searching new supplier.
6. Monitoring foreign exchange rate.
7. Update leave balance and attendant report Finance Department.
8. Update schedule fingerprint attendance.

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Reference :

- Mr. Iing Rifai - Senior Purchasing Asst Nirwana Gardens Resort,
Mobile - 0812 7024 5795
- Mr. Irdan Rusyaman – Money Leader Yello Hotel Manggarai,
Mobile - 0878 6050 4038

✓ **Feb 2010 – April 2012 Account Assistant/Admin at Nirwana Gardens Resort Bintan**

1. Handling ferry ticket reconcile.
2. Handling renewal contract tenant.
3. Handling group, villa owners, and event report.
4. Update schedule meeting and monthly report.
5. Checking PR and PO from Purchasing.
6. Monitoring foreign exchange rate.
7. Update leave balance and attendant report Finance Department.
8. Update schedule fingerprint attendance.

Reference :

- Mrs. Lee Mee Oi - Dir. of Finance Nirwana Gardens Resort up to 16 Mar 2014,
Mobile - +60 12 517 1593
- Mr. Tjandra - Dir. of Finance Nirwana Gardens Resort,
Mobile - 081 2702 7158

Training Experience

- March, 2016 Training New System Accounting Operation "Pyxis".
- Aug, 2012 Training and test competence for Accounting.
- 2012 Participant of Develop Effective Supervisory Skills at Nirwana Gardens
Resort Bintan.
- Sept, 2009 Training of Accounting at Nirwana Gardens Resort Bintan.
- 2007 Learning of Key Revenue Management at Gumilang Sari Hotel Bandung.
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Organization Experience

- 2012 - 2014 Committee race kits collection “Tour De Bintan” at Nirwana Gardens Resort Bintan.
- 2012 - 2014 Committee race kits collection “Triathlon” at Nirwana Gardens Resort Bintan
- 2013 Participant of “Nirwana Gardens Jingle Competition” at Nirwana Gardens Resort Bintan.
- Feb 2012 Committee registration “International Business Machine (IBM) – Asia Pasific Conference” at Nirwana Gardens Resort Bintan.

Other Skills

- Languages Indonesian (active), English (active).
- Computer literate Windows app , Computer System Checkwin, OPERA, CODA.

Hobby & Interest

Automotive,
Travelling,
Sport,
Music.

RESUME

Professional References

- **Mr. Walid Birak**
General Manager
Nirwana Gardens Resort Bintan
Jl. Panglima Pantar Lot A1-2-3 Kawasan Pariwisata Lagoi
Bintan 29155
081-177-8882
walid@nirwanagardens.com
Mr. Walid was my general manager at Nirwana Gardens Resort

- **Mr. Tjandra**
Dir. of Finance
Nirwana Gardens Resort Bintan
Jl. Panglima Pantar Lot A1-2-3 Kawasan Pariwisata Lagoi
Bintan 29155
081-2702-7158
tjandra@nirwanagardens.com
Mr. Tjandra was my director of finance at Nirwana Gardens Resort

- **Mr. Irdan Rusyaman**
Money and Source Manager
Yello Hotel Paskal Bandung
Jl. Pasir Kaliki No.25 Kb. Jeruk Andir Kota Bandung
Jawa Barat 40181
0878-6050-4038
irdanrusyaman@gmail.com
Mr. Irdan was my colleagues at Nirwana Gardens Resort

RESUME

Annex 1

Nomor : 16003529

UNIVERSITAS PENDIDIKAN INDONESIA

Atas dasar kewenangan yang dimiliki menurut peraturan perundangan yang berlaku serta telah terpenuhinya seluruh persyaratan yang ditetapkan, Universitas Pendidikan Indonesia dengan ini memberikan gelar

SARJANA PARIWISATA (S.Par.)
Program Studi *Manajemen Resort dan Leisure*

berserta seluruh hak, kewajiban, dan kewenangan yang melekat pada gelar tersebut kepada

Yoga Saputra
NIM : 055809
lahir di *Tangerang*, 13 Juli 1987

pada tanggal *dua puluh tujuh bulan Juli tahun dua ribu sembilan*



Rektor,



Prof. Dr. H. Sunaryo Kartadinata, M. Pd

UNIVERSITAS PENDIDIKAN INDONESIA

HASIL STUDI AKHIR
JALUR DENGAN SKRIPSI

LPDIT04A 20/10/2009

PROGRAM STUDI : MANAJEMEN RESORT DAN LEISURE - S1

NIM : 055809

NAMA : YOGA SAPUTRA

B5251

KODE	MATA KULIAH	SKS	NILAI	NO KODE	MATA KULIAH	SKS	NILAI
DUM501	Pendidikan Agama Islam	2	B	40	MR507 Studi Kelayakan Resort dan Leisure	3	B
DUM506	Pendidikan Pancasila	2	B	41	MR508 Strategi Pengembangan dan Pengelolaan Resort dan Leisure	3	B
DUM509	Olah Raga	1	A	42	MR509 Seminar Resort dan Leisure	3	B
DUM510	Kesenian	1	A	43	MR512 Monitoring dan Evaluasi Resort dan Leisure	3	A
IND500	Bahasa Indonesia	2	B	44	MR514 Strategi Pengelolaan Usaha Hotel dan Restoran	3	A
IS308	Studi Masyarakat Industri Pariwisata	3	A	45	MR515 Strategi Pengelolaan Usaha Air Lines	3	B
IS309	Kewirausahaan dan Industri Pariwisata	3	B	46	PAR501 Pengantar Filsafat	2	C
KU105	Pendidikan Kewarganegaraan	2	B	47	PAR502 Pengantar Ekonomi	2	C
KU107	Pendidikan Lingkungan Sosial, Budaya, dan Teknologi (PLSBT)	2	B	48	PAR503 Pengantar Psikologi	2	B
KU300	Seminar Pendidikan Agama Islam	2	B	49	PAR504 Pengantar Pemasaran	2	B
KU400	Kuliah Kerja Nyata (KKN)	2	A	50	PAR505 Aplikasi Komputer	2	A
MR203	Bahasa Mandarin Pariwisata	2	C	51	PAR506 Pengantar Pariwisata	2	B
MR208	Geografi Pariwisata	2	C	52	PAR507 Bahasa Inggris 1	2	B
MR210	Hidrologi Resort	2	B	53	PAR510 Bahasa Mandarin 1	2	B
MR301	Pre Intermediate English for Tourism	2	C	54	PAR511 Dasar-dasar Manajemen	2	C
MR303	Bahasa Mandarin Pariwisata Lanjutan	2	A	55	PAR512 Bahasa Inggris 2	2	B
MR305	Hukum Bisnis Kepariwisataan	2	C	56	PAR514 Psikologi Pelayanan	2	B
MR306	Manajemen SDM	2	C	57	PAR522 Dasar-dasar Manajemen Keuangan	2	A
MR308	Pariwisata Internasional	2	B	58	PAR571 Sosiologi Pariwisata	2	B
MR309	Strategi Pengelolaan Usaha Perjalanan Wisata	2	B	59	PRL511 Konsep Resort	4	B
MR311	Ekologi Kepariwisataan	3	B	60	PRL512 Morfologi Resort	2	B
MR313	Strategi Bisnis Pco, Peo dan Eo	2	A	61	PRL514 Dasar-dasar Pemetaan Resort dan Lesure	2	C
MR401	Intermediate English for Tourism	2	C	62	PRL516 Kebijakan Pembangunan Kepariwisataan Nasional	2	C
MR402	Pre Advance English for Tourism	2	B	63	PRL517 Pengantar Antropologi	2	A
MR405	Perilaku Konsumen Kepariwisataan	2	B				
MR406	Manajemen Keuangan Resort dan Leisure	2	A				
MR407	Manajemen Akomodasi	2	C				
MR408	Statistik Pariwisata	2	A				
MR409	Planologi Kepariwisataan	2	A				
MR410	Arsitektur Kepariwisataan	3	B				
MR411	Sistem Informasi Kepariwisataan	3	B				
MR412	Manajemen Pemeliharaan Sarana dan Prasarana Resort	2	B				
MR413	Praktek Pco, Peo, dan Eo	4	A				
MR414	Praktek Lapangan	2	A				
MR415	Praktek Kerja Lapangan	4	A				
MR501	Advance English for Tourism	2	C				
MR502	Metodologi Penelitian Resort dan Leisure	3	A				
MR503	Manajemen Usaha Odtw Alam	3	B				
MR504	Manajemen Usaha Odtw Bahari	3	B				

DUL SKRIPSI : Pelaksanaan Internship Training dalam Meningkatkan SDM yang Berkualitas di Nirwana Gardens Resort Bintan

PEMBANTU REKTOR
BIDANG AKADEMIK DAN KEMAHASISWAAN,


PROF. DR. H. A. CHAEDAR ALWASILAH, M.A.
NIP. 19530330 198002 1 001

ROLEHAN sks : 150 sks
KURANG / YUDISIUM : 3,26 / SANGAT MEMUASKAN
BAIK SEKALI, B = BAIK, C = CUKUP, D = KURANG

RESUME

Annex 2

02.0407565



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

SERTIFIKAT KOMPETENSI
CERTIFICATE OF COMPETENCE

No. 55100 4121 0016080 2012

Dengan ini menyatakan bahwa,
This is to certify that,

Yoga Saputra, S.Par

No. Reg. PAR 031 12292 2012

Telah kompeten pada bidang :
Is competent in the area of :

1. PAR.HT.01.001.01
2. PAR.HT.02.022.01
3. PAR.HT.03.013.01
4. PAR.HT.03.014.01
5. PAR.HT.03.045.01

dengan Kualifikasi/Kompetensi :
with Qualification/Competency :

Administrasi Keuangan
Accounting

Sertifikat ini berlaku untuk : 3 (tiga) tahun
This certificate is valid for : 3 (three) years

Bekasi, 1 Agustus 2012

A handwritten signature in black ink, appearing to read "Carla Parengkuan", is written over a light blue circular stamp.

Carla Parengkuan, BA
