

ALYA AZZAHRA WALMINKARA

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Bandung, West Java, Indonesia, 40213.

Hi! I am an enthusiastic and hardworking person. Willing to work individually or with a team, always be responsible, conscientious, also responsive. Have a desire to continue learning to seek new knowledge in fields, and I am extremely open to any opportunities that will allow me to create meaningful change and lasting impact on those around me.

Professional Experience

Hollaby - Bandung, Indonesia Jan 2021 - Present

Administrative

- Handle social media, and e-commerce account by actively providing information, answering questions, & responding to requests
- Maintained office supplies and monitored financial account
- Managed the stock of inventory always update so there are no cancellation orders
- Developed a new pre-order system, Report and escalate to the owner as needed
- Successfully make the Shopee account from Star Seller to Star+ Seller

Jenderal Achmad Yani University - Cimahi, Indonesia Oct 2020 - Jan 2021

Laboratory Assistant

- Supervised, provide direction and teach students to ensure that all student understand and work independently
- Correct and provide grades for student work based on the assignment that was given

PT. KERETA API INDONESIA (PERSERO) - Bandung, Indonesia Jul 2020 - Aug 2020

Cost Accounting Intern

Cost Accounting Intern

- Analyze the calculation of rail passenger operating costs (PSO)
- Created mapping data of recapitulation with the manager
- Actively contribute to every assignment, Attended webinars and several meetings with EVP Cost Accounting held by PT. KAI, PwC, Bank Mandiri, etc

Education

Jenderal Achmad Yani University - Cimahi, Indonesia Sep 2017 - Feb 2021

Bachelor Degree in Accounting, 3.87/4.00

- Graduated with Honorable Mention
- Tax Competition Team
- Laboratory Assistant and Mentor
- Scholarship Recipient (BAWAKU Jawa Barat)

4 Senior High School - Bandung, Indonesia Jul 2014 - May 2017

High School Diploma in Natural Science Class

- Manager of the Basketball Team
- Committee Members of "Festival Budaya" or Performing School Arts

Licenses & Certifications

LP2K BA STBA YAPARI - ABA Apr 2021 - Apr 2022

- Toefl Diagnostic Test Score 570

Preparation Financial Statement Based On Sak Etap Cluster Nov 2020 - Nov 2022

- Credential ID JAP 029 02180 2020

Skills, Achievements & Other Experience

- **Volunteer** (2021): Student Mentor of Taxation Course
- **Achievements** (2019): Participant Of Tax Competition At University Of Indonesia, Participant Of National Tax Competition At University Of Swadaya Gunung Djati, Participant of Konferensi Ilmiah Akuntansi (2021)
- **Skills**: PowerPoint, Excel, Word (Advanced). Accurate (Advanced), Canva, Figma
- **Interpersonal Skill**: Fast Learner, Organized, Leadership, Time Management, Reliable & Professional, Communication Skills, and The Ability to Work Under Pressure
- **Interest**: Fashion, Travelling, Documentaries, and many more.