



Ina Mutmainah

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Summary

Sharia economic graduate from STAI Tasikmalaya with GPA of 3.66 | Eager to learn new things and up to any challenges | Equally good in individual and teamwork to solve a problem | Enthusiastic about Accounting, Banking Syariah, and Economic development | Used to work using Microsoft Office, especially Excel.

Education

STAI Tasikmalaya (2016-2020)

Bachelor of Sharia Economic – GPA 3.66/4.00

- Graduated in September 2020 with Cum Laude predicate.
- Deeply learned about sharia accounting, bank and non-bank financial institutions, taxation, human resource management, financial management, zakat management, public economics, development economics, statistics and business communication.
- Project team leader of statistics Course.
- Final project title: “analysis flypaper effect in the province of west java 2010.I-2019.IV”

SMK Al-Khoeriyah (2013-2016)

Accountancy – GPA 8.23/10.00

- Graduated in Juni 2016
 - Deeply learned about managing transaction documents, managing journal, managing general ledgers, completing service and trade accounting cycles, operating accounting computers, and tax administration.
 - Completed financial bookkeeping from simple to complex, both manual and computer accounting (MYOB)
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Experience

Barokah (Tasikmalaya, Indonesia)

General Manager [Self-employed] (Juni 2018 – May 2022)

- Oversee daily business marketing, administration, and finance division.
- Identify new business opportunities through research into emerging markets, consumer trends and potential growth.
- Create and manage budgets.
- Analyze weekly sales data and stock reduction.
- Analyze accounting and financial data.

BMT Al-Ittihad (Tasikmalaya, Indonesia)

Teller Internship (Feb 2019)

- Served withdrawals, transfer, and deposits of money from customers.
- Maintained no mistakes when balancing daily cash deposits.
- Calculated and calculating machines.

Bank BTN (Tasikmalaya, Indonesia)

Post Office Alliance Internship (July 2015 – Sept 2015)

- Created an application form for ordering goods.
 - Established cooperation with the post office and outside parties.
 - Maintained relationship with a post office.
 - Created a cooperation program with the post office.
 - Managing e batara post.
 - maintained documents for easy administration.
 - Managed student savings data (MI, MTs, MA) in the BSM fund program by the Ministry of Religion for 1 month with a team.
 - Reconciliation data student savings data (MI, MTs, MA) in the BSM fund program by the Ministry.
 - Managed 7200 accounts with a nominal value of 4.7 billion for 1 month with the team.
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Software Tools

- Microsoft Office Tools
 - MYOB
 - SPSS
 - Eviews
 - Canva
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Skills

- Leadership & Team work
 - Fast learning
 - Critical and analytical thinking
 - Time and project management
 - Problem solving
 - Collaborative
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Leadership Experience

Himpunan Remaja Masjid Sukamaju HARISMA

- *Head of Treasury (Sep 2018 – Present)*
 - *Deputy Head of Treasury (Sep 2017 – Nov 2018)*
 - *Head of Education Division (Sept 2016 – Aug 2017)*
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Training and Course

- Learn English 2022 [WritingLab]
- Excel Training (2021) [Karier.mu]
 - Data Linking
 - Logic Excel
 - Look-up Function: VLOOKUP, HLOOKUP, Index & Match.
 - Pivot
 - Advance Data Visualization (Gantt Chart, Box Plot, Sparkline and Trendlines)
- Pengembangan Ekonomi Islam di Era Globalisasi (2020) [MES & OJK]
- Kelola Tim dan Bisnis Anda Secara Efisien dari Rumah (2020) [Women Will]