

# PRANDITA SABDA KRISTARTI

## FINANCE & ACCOUNTING SPECIALIST

### BACHELOR OF BUSINESS ADMINISTRATIVE (BA) UNIVERSITY OF BRAWIJAYA

"Finance, Tax & Accounting specialist with 3 years of experience in General Insurance Company. As a Bachelor of Business Administrative Science with committee experience as a Creative Manager on ESPRIEX (ASEAN Business Model Competition) I am good at working with others to achieve the company goals with the touch of creativity and detail-oriented."



Place & Date of Birth : Surabaya, May, 4th 1996  
B2 Istana Tegal Besar, Jember, East Java

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## WORK EXPERIENCE

- 2018 - Present** **FINANCE & ACCOUNTING DEPARTMENT  
PT ASURANSI CENTRAL ASIA (ACA)**
  - Executed core financial processes, including payment, journal entries, operational expenses, administration of bank account and reconciliations.
  - Produced monthly & annual financial reports outlining financial data to making strategic plans and operational decisions.
  - Reviewed weekly and monthly budget performance reports, ensuring all departments operated within allocated budgets and investigated excessive expenses and reporting discrepancies.
  - Processed payroll including *BPJS Kesehatan & Tenaga Kerja* for staff & branch manager (branch Jember).
  - Payment processed and reported income tax and withholding tax art 23.
  - Collected premium payment from all business source, including managed RTO (Receivable Turnover Ratio), Claim payment processed.
- July - Sept 2017** **FINANCE, ACCOUNTING, TAX DEPARTMENT  
PT ASAHIMAS FLAT GLASS, TBK**
  - Internship program

## SKILLS

- Reporting and documentation
- Budget management
- Account reconciliation
- Presentation skills
- Problem Solving
- Time management
- Financial services
- Microsoft Office
- Linux
- CARE System
- E-SPT (PPH 21)
- EDABU BPJS Kesehatan
- SIPP BPJAMSOSTEK
- Adobe Photoshop

## EDUCATION

- UNIVERSITY OF BRAWIJAYA**
  - 2014- 2018 | Business Administrative Science (BA)  
Finance Management GPA: 3.69
- SMA NEGERI 1 JEMBER**
  - 2011- 2014 | Social Interest

## COMMITTEE EXPERIENCE

- 2017 CREATIVE MANAGER**
  - ESPRIEX 4.0 (ASEAN Business Model Competition)
- 2017 CHIEF OF PUBLICATION, DESIGN & DOCUMENTATION**
  - Annual Musical Choir Concert of Administratio Choir Brawijaya University
- 2016 CHIEF OF HUMAS, PUBLICATION & DESIGN**
  - Annual Choir Concert of Administratio Choir Brawijaya University
- 2015 STAFF OF EVENT DIVISION**
  - Business Class of Student Entrepreneur Center Brawijaya University
- 2014 STAFF OF STUDENT ENTREPRENEUR CENTER**
  - Student Entrepreneur Center Club Faculty of Business Administration, Brawijaya University

## CERTIFICATION RECEIVED

- 2021 Motorcar Claim Procedure Training (ACA)**
  - System Procedure, IT, HR & Facility Management Practice (ACA)
- 2020 Motorcar Claim Implementation & Procedure Training (ACA)**
- 2019 Collection Training (ACA)**
- 2017 Microsoft Desktop Application (Trust Training Partners - IC3)**
  - TOEFL ITP (Bronze Achievement 477)