

YUSUF RIZKY HERLINGGO

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SUMMARY

Bachelor's degree in Management from University of Muhammadiyah Prof. Dr. Hamka, with experience as a Marketing Administration Intern at a banking company. I have experience in administration, data processing and validation, document management, and cross-team coordination. I am proficient in Microsoft Office, Accurate Online, and Zahir Accounting. I possess strong analytical skills, attention to detail, communication skills, teamwork, and adaptability, and I am motivated to continue learning and growing professionally.

WORK EXPERIENCE

PT Bank Syariah Indonesia Tbk - Bogor, West Jawa
Marketing Administration Intern

Oct 2022 - Jan 2023

- Manage and file 20+ marketing documents and customer applications.
- Verify 100% of contract documents in accordance with Islamic banking compliance standards.
- Accurately manage operational administrative data to prevent errors.
- Assist in serving 20+ customers daily regarding banking product administration in the Banking Hall.
- Collaborate with the Marketing and Operations teams on document processing and branch administration.
- Received a "Satisfactory" (85) rating for knowledge and work skills based on the Branch Manager's evaluation.

EDUCATION

University of Muhammadiyah Prof. Dr. Hamka - East Jakarta, DKI Jakarta
Bachelor's degree Management, 3.22/4.00

Sep 2019 - Feb 2025

PROJECT EXPERIENCE

Accounting Cycle Simulation Project Trading - Microsoft Excel

May 2026

- Used VLOOKUP to help identify and retrieve account data for 45 financial transactions of a trading company.
- Recorded debit and credit transactions in the general journal and used INDEX & MATCH to link account data.
- Grouped transactions into 27 accounts and created a general ledger using a Pivot Table.
- Preparing and verifying a trial balance with a total of Rp 308,600,000 in debits and credits.
- Posting adjusting journal entries and preparing an adjusted trial balance with a total of Rp 311,350,000 in debits and credits.
- Prepare the Income Statement, Statement of Changes in Equity, and Statement of Financial Position, with sales of Rp 122,600,000 and net income of Rp 22,900,000.

ORGANIZATIONAL EXPERIENCE

Pimpinan Cabang Ikatan Mahasiswa Muhammadiyah Jakarta Timur - East Jakarta, DKI Jakarta
Head of Sports and Youth Affairs

Nov 2024 - Dec 2025

- Supervising the implementation of the organization's work programs and the administration of activities.
- Coordinating activities and managing operational needs with team members.
- Developing leadership, decision-making, and team management skills.

Unit Kegiatan Mahasiswa Tapak Suci Uhamka - East Jakarta, DKI Jakarta
Staff of Communication, Information, Community Empowerment and Entrepreneurship Division

Sep 2021 - Sep 2022

- Support the administration, documentation, and coordination of the organization's activities.
- Assist in the planning and implementation of work programs in the fields of entrepreneurship and community development.
- Develop skills in communication, teamwork, and the management of organizational activities.

ADDITIONAL INFORMATION

- **Technical Skills:** Financial Administration, Accounting Cycle, Journal Entries, General Ledger, Cash & Bank, Financial Statement Preparation, Administrative Support, Data Entry, Data Verification, Document Management, Banking Operations
- **Soft Skills:** Attention to Detail, Analytical Thinking, Problem Solving, Communication, Teamwork, Time Management, Adaptability, Leadership, Coordination, Organizational Skills
- **Tools & Software:** Microsoft Excel (SUM, IF, VLOOKUP, XLOOKUP, INDEX & MATCH, Pivot Table), Microsoft Word, Microsoft PowerPoint, Accurate Online, Zahir Accounting
- **Language:** Indonesian (Fluent), English (Elementary)