

AUREL VYMANDA VAHREZA S.Tr.P

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SUMMARY

Graduate of the Plantation Crop Cultivation (D4) program at the State Polytechnic of Jember with a strong interest in agriculture and administration. I possess in-depth knowledge of cultivation techniques, post-harvest management, and production analysis, complemented by practical experience in administrative and operational roles. I am competent in managing end-to-end administrative processes, data management, documentation, and reporting. My experience has fostered a meticulous and organized work style; I am proficient in Microsoft Office and possess excellent coordination skills that support operational efficiency.

WORK EXPERIENCE

Admin Accounting | **PT. PUSAT KREATIF INDONESIA** Des 2025 – Now

- Process payments to clients, employees (salaries), and other Company obligations.
- Ensure supporting documents for every transaction are complete and well-archived.
- Prepare periodic financial reports (daily, weekly, and monthly), such as trial balances, journals, and profit and loss statements.
- Administer the Company's fixed assets, such as recording purchases and asset maintenance.
- Manage and record all financial transactions (income and expenses) into the accounting system or general ledger.

Admin Accounting | **PT. BOGA NUTRISI BERMUTU** Jan 2026 – Now

- Monitor expense realization against the established budget
- Assist in preparing annual financial statements and supporting documents for internal audits
- Prepare periodic financial reports (daily, weekly, and monthly), including trial balances, journals, general ledgers, and profit & loss statements
- Manage payment processes to suppliers, employees, and other third parties

Sales Admin | **CV. Agro Citra Harapan** Feb 2025 – Nov 2025

- Manage sales administration using ERP systems to ensure effective processing and accurate reporting
- Coordinator with warehouse and field teams for stock availability and smooth product delivery
- Prepare accurate daily, weekly, and monthly sales reports to support management decisions
- Handle customer inquiries and complaints professionally to ensure customer satisfaction
- Maintain organized and systematic documentation and archiving

Data Entry | **Badan Pusat Statistik (BPS)**

Jan 2023 -Agst 2023

- Processed over 1,000 company data entries within one-month contract with a high accuracy rate
- Verified and corrected invalid data to ensure database integrity
- Coordinated with the processing team for data synchronization and completeness
- Assisted in data processing for official publications and governmental reports

Intern PTPN Regional 5, Malang Sari Coffee Plantation, Banyuwangi Jan 2024 – May 2024

- Observed and recorded coffee cultivation processes from planting to harvesting.
- Assisted in plantation management, including fertilization, pest control, and regular plant care.
- Conducted field inspections to ensure compliance with growth standards and documented results in detail
- Participated in training on environmentally friendly and efficient coffee cultivation techniques
- Assisted on processing harvest data and routinely evaluating plant quality

ORGANIZATION EXPERIENCE

Secretary – **Majelis Permusyawaratan Mahasiswa (MPM)**

Jul 2021- Jul 2022

- Created and compiled 1-period organizational work plans.
- Recorded and managed activity data, including meeting documentation and internal events.
- Prepared activity and financial reports for the organization.
- Scheduled activities and ensured all members followed the planned agenda.
- Contributed to developing and implementing programs to increase student participation.

Secretary – **Treasury Organization**

Jul 2022 – Jul 2023

- Recorded and managed financial data in detail and transparently.
- Monitored income and expenditures in line with the approved budget.
- Prepared monthly and annual financial reports for presentation to management and members.
- Coordinated with other departments to ensure financial continuity of organizational activities.

PROJECT & ACTIVITIES

- Sumenep City Anniversary Celebration October 2019
Participated as a dancer in a mass dance event to enliven the city's anniversary and strengthen community ties.

EDUCATION

- Jember State Polytechnic | D4 Plantation Crop Cultivation 2020–2024
- Senior High School 2 Sumenep | Science Major 2018–2020

CERTIFICATE

- Professional Certification Body of State Polytechnic of Jember Nov 2023
taking the competency test for palm oil plantation assistants organized by Indonesian professional certification authority

SKILL

- Good communication
- Teamwork and collaboration
- Time management
- Problem solving
- Politeness and professionalism at work
- Scheduling meetings, appointments and events
- Software mastery: Microsoft Office (Word, Excel, PowerPoint, Google Docs, Spreadsheet)
- use of social media and communication applications (Instagram, TikTok, WhatsApp Business, Zoom, email)
- Mastery of office applications: Canva, Cap Cut, Lightroom
- Experience using ERP (Enterprise Resource Planning) systems
- Office administration and document archiving (Digital and Physical)
- Ability to manage data, create reports, letters and notes
- Small business inventory and financial management
- Skills in customer service
- Handling incoming or outgoing mail and internal - external communications