

HANA FAJRIYYAH

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SUMMARY

An enthusiastic and detail-oriented Bachelor of Family Law graduate with cross-disciplinary knowledge in accounting and finance. Possesses strong analytical skills, experienced in budget preparation and financial reporting, and able to work both independently and collaboratively in a team environment. Seeking a Finance Staff position to apply knowledge and grow in the finance field.

EDUCATION

Bachelor Of Family Law

Graduated : 2024

GPA : 3.60 / 4.00

PROFESSIONAL EXPERIENCE

Finance Staff, CV. Mayang Catering

October 2025 - Present

- Recorded and verified all daily financial transactions
- Compiled and summarized monthly financial reports
- Recapped billings, revenue, accounts receivable, and tax data
- Managed invoices and ensured all payments were made on time
- Input payroll reports and reported directly to the manager

Purchasing Staff, Cv. Mayang Catering

May 2025 - September 2025

- Managed procurement of goods based on company requirements
- Coordinated with suppliers to obtain the best price and quality
- Prepared and processed Purchase Orders (PO) efficiently
- Monitored inventory levels and ensured timely delivery of goods
- Maintained accurate and well-organized purchasing documentation
- Conducted regular evaluations of supplier performance

INTERNSHIP

Staff Marketing, Pt. Mentari Mulia Berjangka

February 2025 - March 2025

- Educated prospective clients on company products and services
- Developed promotional materials to be presented to prospective clients to generate interest in the company's products
- Scheduled and conducted appointments with prospective clients interested in company's products

Staff Office, Kejaksaan Negeri Kuningan

September 2023 - October 2023

- Assisted DATUN Staff (*Civil and Administrative Division*) with all documents, data, and all administrative matters related to company interests
- Compiled monthly reports for evidence items
- Documented and labeled seized items / evidence accurately

SKILLS

Technical Skills

- Microsoft Excel : Financial report, Pivot Table
- Financial Data Analysis
- Financial Statement Preparation
- Account Receivable & Payable Management
- Payroll

Non-Technical Skills

- Financial Reporting & Analysis
- Risk Management
- Budget Planning & Management Bank Reconciliation
- Attention to Detail / Detail-Oriented
- Cross-functional Communication
- Team Collaboration

LANGUAGES

- Indonesia - Native / Fluent
- English - Basic / Intermediate
- Sundanese - Native / Fluent