

## JOB APPLICATION LETTER

Surabaya, September 03, 2026

Dear Sir/Madam  
Head of Human Resources

I, the undersigned below:

|                        |                                                            |
|------------------------|------------------------------------------------------------|
| Name                   | : Selena Ivory                                             |
| National ID Number     | : 3578254106960002                                         |
| Place/Date of Birth    | : Surabaya, June 1, 1996                                   |
| Gender                 | : Female                                                   |
| Current Address        | : Gununganyar Emas 3/C-20, Surabaya                        |
| Address as per ID Card | : Gununganyar Emas 3/C-20, Surabaya                        |
| Phone Number           | : +62 821-4030-2523                                        |
| Email                  | : selenai ivory19@gmail.com                                |
| Education              | : Bachelor's Degree (S-1) in Accounting                    |
| University             | : Sekolah Tinggi Ilmu Ekonomi Indonesia (STIESIA) Surabaya |

Hereby submit this application letter to participate in the employee recruitment and selection process. As consideration, I have uploaded the following required documents:

1. Recent formal photograph;
2. Scanned copy of a valid National Identity Card (KTP) or an official population registration certificate issued by the Department of Population and Civil Registration;
3. Scanned copy of the original diploma;
4. Scanned copy of the original academic transcript;
5. Other supporting documents in accordance with the applied position requirements.

I hereby declare that all data and documents provided are true and accurate. Should any information later be found to be incorrect, I am willing to accept any consequences in accordance with the applicable regulations.

Thank you for your kind attention.

Yours Sincerely,



Selena Ivory

## Selena Ivory, S.Ak

Email: [selenaivory19@gmail.com](mailto:selenaivory19@gmail.com) | Telepon: +6282140302523 | LinkedIn : [Selena Ivory](#)

Location: Surabaya, Indonesia

Portofolio: [Selena Portfolioo](#)

### EDUCATION

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#### Universitas Airlangga, Surabaya, Indonesia

September 2014 – August 2017

*Diploma of Accounting - Akuntansi*

- GPA: 3.20 / 4.00

#### Sekolah Tinggi Ilmu Ekonomi Indonesia, Surabaya

August 2018 – October 2020

*Bachelor of Accounting - Akuntansi*

- GPA: 3.38/ 4.00

### PROFESSIONAL EXPERIENCE

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#### Administration Officer – PT Properindo Enviro Tech

March 2018 – December 2020

- Responsible for summarizing work data from 2018 to 2020
- Responsible for preparing job billing documents
- Performed daily updates on incoming and outgoing administrative documents
- Coordinated with the team on a daily basis
- Maintained accurate records of administrative documents

#### Administrative & Tax Coordinator

January 2021 – December 2021

- Responsible for managing incoming and outgoing administrative documents
- Responsible for issuing tax invoices during billing processes
- Handled the recording of billing documents
- Performed daily updates on the recap of output and input tax invoices
- Responsible for organizing administrative and tax numbering systems

#### Finance & Tax Coordinator

January 2022 – December 2022

- Responsible for monthly financial journal entries
- Updated monthly records of income and expenses
- Performed daily updates on operational expenses
- Conducted daily reviews of household operational spending
- Updated and reviewed business travel expense reports for employees
- Responsible for preparing financial reports
- Responsible for preparing and issuing tax invoices
- Updated monthly tax invoice data

**Finance, Accounting, Tax & CSR Supervisor****January 2023 – December 2024**

- Managed team resource planning and staffing needs
- Developed and implemented work plans for the Finance, Accounting, and Tax division
- Supervised and monitored the performance of each sub-team within the division
- Organized and delegated tasks and responsibilities across the division
- Controlled and monitored task execution to ensure accuracy and compliance
- Evaluated team performance and implemented improvement actions
- Maintained daily coordination with team members to ensure workflow efficiency
- Conducted monthly coordination meetings for performance review and alignment
- Planning, managing, and supervising the company's Corporate Social Responsibility (CSR) programs, including budget planning, program execution, and evaluation of their impact on the community and the environment.

**Finance, Accounting & Tax Supervisor****January 2025 – December 2025**

- Managed team resource planning and staffing needs
- Developed and implemented work plans for the Finance, Accounting, and Tax division
- Supervised and monitored the performance of each sub-team within the division
- Organized and delegated tasks and responsibilities across the division
- Controlled and monitored task execution to ensure accuracy and compliance
- Evaluated team performance and implemented improvement actions
- Maintained daily coordination with team members to ensure workflow efficiency
- Conducted monthly coordination meetings for performance review and alignment
- Ensured timely billing in accordance with contracts and agreements.
- Followed up on due payments and coordinated with relevant teams regarding client payment issues.

**Finance, Accounting & Tax – Junior Supervisor****January 2026 – present**

- Conducted verification and quality control of travel deposit and reimbursement requests
- Ensured accurate input of QC-approved transactions into transfer records and payment schedules
- Monitored and followed up on outstanding deposits and reimbursements for business trips, RAB, and training activities
- Verified all employee income components, including salaries, compensation, and external allowances
- Ensured accurate recording and reconciliation of employee income in transfer records and recap reports
- Coordinated the settlement of deposits and outstanding balances for departing employees
- Conducted quality control of ITS disbursement processes to ensure transaction accuracy and completeness
- Verified and monitored divisional operational requirements prior to payment processing
- Conducted quality control of general and operational expense requests
- Monitored and updated incoming fund records, including inventory, operational, and related expenditure transactions.

**TRAINING AND CERTIFICATION**

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- **CENTRAL COURSE** **February 2026**  
*Basic Speaking*
- **CENTRAL COURSE** **Desember 2025**  
*Basic Pronunciation*
- **REVOU** **November 2025**  
*Intro to Digital Marketing*

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|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <ul style="list-style-type: none"> <li>• <b>IODA Academy</b><br/><i>Financial Accounting Practice Using Excel for Finance Administration</i></li> </ul> | <b>Februari 2025</b> |
| <ul style="list-style-type: none"> <li>• <b>IODA Academy</b><br/><i>Tax Specialist</i></li> </ul>                                                       | <b>Maret 2025</b>    |
| <ul style="list-style-type: none"> <li>• <b>Chahra Event</b><br/><i>Accounting Software Training: Accurate Basic</i></li> </ul>                         | <b>Desember 2023</b> |
| <ul style="list-style-type: none"> <li>• <b>Ikatan Akuntan Indonesia</b><br/><i>Strategic Planning and Effective Corporate Budgeting</i></li> </ul>     | <b>Oktober 2023</b>  |
| <ul style="list-style-type: none"> <li>• <b>KPP Pratama Surabaya Rungkut</b><br/><i>Pengisian SPT Tahunan Orang Pribadi</i></li> </ul>                  | <b>Januari 2022</b>  |
| <ul style="list-style-type: none"> <li>• <b>Lembaga Sertifikasi Profesi STIESIA</b><br/><i>Expert Accountant Technician</i></li> </ul>                  | <b>Oktober 2020</b>  |
| <ul style="list-style-type: none"> <li>• <b>Ikatan Akuntansi Indonesia</b><br/><i>Applied Tax Training (Brevet A &amp; B)</i></li> </ul>                | <b>November 2019</b> |

## SKILL

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### Accounting & Finance:

- Financial Reporting
- Journal Entries
- Expense Control
- Billing & Invoicing
- Tax Invoice (Output & Input VAT)
- Monthly & Annual Tax Reporting

### Software:

- Accurate Accounting Software
- Microsoft Excel

### Office:

- Microsoft Office
- Google Workspace

### Communication:

- Zoom, Google Meet, Microsoft Teams

### Language:

- Indonesian (Native), English (Intermediate)