

FRISKA DESIANA SIMANGUNSONG

Gedong, Pasar Rebo, Jakarta Timur
+62 858-8702-2746 | anasdesi529@gmail.com



PROFESSIONAL EXPERIENCE

PT. SEBASTIAN CITRA INDONESIA (ROTI'O)

Jakarta

ACCOUNTING ASSET MANAGEMENT & ADMINISTRATION

FEB 2019 – DEC 2026

- Manage and control all Assets including asset mutations, asset location, condition and asset status.
- Compile and update asset data, including but not limited to ownership status and location.
- Collaborate with external purchasing , project teams and other external parties regarding assets.
- Report assets periodically such as inventory reports, asset conditions, asset repairs or replacements.
- Auditing stock opname assets.
- Archiving administrative documents, including sales of goods, purchases of goods, incoming and outgoing goods, so that they are arranged neatly.
- Record all incoming and outgoing goods transactions accurately.
- Input stock data into spreadsheets regularly and provide reports to head office.
- Ensure conformity between physical stock and data in the system.
- Create and archive warehouse document , such as : sales order, delivery note, invoice and report.
- Prepare documents for the process of sending and receiving goods.
- Check the completeness of documents with the physical goods before the goods are sent or received.
- Coordinate with warehouse team, sales, and logistics departement regarding goods movement.
- Ensure all administrative documents are stored neatly and are easy to find.
- Report if there are stock discrepancies, expired and near expired goods , or data discrepancies.

PT ASYX Indonesia

Tangerang

Service Desk Agent

JAN 2016 – JAN 2017

- Created and managed B2B customer portal accounts
- Monitored incoming emails for payment confirmations and customer complaints
- Generated and distributed invoices and receipts via email and hardcopy
- Maintained accurate payment records and documentation

EDUCATION

Pamulang University

Tangerang

Bachelor's of Accounting

Dec 2014 - Dec 2018

- GPA: 3.34/4.00