



CURRICULUM VITAE OF SHERLY ULYA TARIGAN

SHERLY ULYA TARIGAN
JALAN CIKOKO BARAT II, NO. 28,
CIKOKO, PANCORAN
JAKARTA SELATAN
MOBILE: +6283124609930 / +6287825741296
sherly_tarigan@hotmail.com

PERSONAL DETAILS

DATE OF BIRTH : 9th FEBRUARY 1975
PLACE OF BIRTH : MEDAN, INDONESIA
SEX : FEMALE
RELIGION : CHRISTIAN
NATIONALITY : INDONESIAN
MARITAL STATUS : MARRIED

EDUCATIONAL BACKGROUND

1998– 2003: Bachelor Degree of Industry Engineering,
STT-YPKP BANDUNG, Indonesia
GPA: 3.20 (Scale 4.00)

1991 – 1994: Senior High School (SMAN -2) Pematang Siantar, Indonesia
Programmed: Physics

WORKING EXPERIENCES

Position	: Finance & Admin Assistant Manager
Company	: Glory International Holdings Sdn Bhd, Selangor, Malaysia
Period	: 1 st April 2011 – 10 th February 2017
Job Duties	• Oversee daily transaction (receipt & payment, billing & expenditure) • Ensure proper accounting & timely reporting & maintain full set of account • Prepare Statement Of Account & reconciled bank statement • Prepare monthly financial reports & doing internal audit • Prepare salary payment slip and assist paper work's HR • Issue invoices, delivery order, suppliers payment, official receipt, payment voucher, petty cash, cash sales • Responds to financial inquiries by gathering, analyzing, summarizing, and interpreting data • Assist production and purchasing department to open PO and arrange for delivery • Others task: mailing, filling, and assist to promotion of product
Position	Team Leader
Company	Danamon Bank Jakarta, Indonesia
Period	2009 – April 2011
Job Duties	• Managing team performance and progress • Allocating daily jobs and workloads • Hiring & training new team members • Constantly looking for ways to improve processes • Monitoring the performance of junior staff • Completing team-related paperwork • Managing and monitoring staff attendance • Ensuring a clean, safe and friendly working environment • Reporting to manager
Position	Staff Collection and Recovery Unit
Company	Standard Chartered Bank Jakarta, Indonesia
Period	2005 - 2009
Job Duties	• Advising debtors of the possible consequences of non-payment • Communicating with clients via post, telephone and emails • Contacting people who owe money to the company • Securing payment from debtors • Investigating claims of financial difficulties • Handling a variety of customer service calls from people of all backgrounds • Keeping administrative records up to date • Ensuring all contact is in line with the regulatory requirements

SKILLS

COMPUTER : MICROSOFT OFFICE WORLD & EXEL (EXCELLENT)
FILLING & ADMINISTRATION : EXCELLENT
SYSTEM : UBS FINANCIAL ACCOUNTING (GOOD)
SQL FINANCIAL ACCOUNTING (GOOD)

LANGUAGE PROFICIENCY

SPOKEN : ENGLISH, BAHASA INDONESIA, MELAYU (EXCELLENT)
WRITTEN : ENGLISH, BAHASA INDONESIA (GOOD)

REFERENCE

Norhalizah Binti Mafrat (HR Assistant Manager)

Phone: +6012-9078681

Glory International Holdings Sdn Bhd

No. 30 Jalan SS 4D/14, Taman People's Park,
47301 Petaling Jaya, Selangor, Malaysia