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Email 1 : Djamil_alamsyah@pec-tech.com
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- Prepares registers and reports on documents/ drawing/ correspondence status and documentation submission.
- Any other duties as may be required by The Manager
- Preparing all Forms (registered & unregistered)
- Preparing and Compiling Company's Budget.
- As a Core Team Member in SAP PTSI and RAPP Project
- Any other duties as may be required by the Superior.

2000 - 2005 Integrasindo Multiday Konsultan, PT Jakarta
General Affairs & Legal Division

- Conduct daily activities of the office
- Preparing budget for project
- Preparing agreement for client
- Preparing agreement for outsourcing consultant
- Preparing annual tax report

Project ;

- Preparing for bids (as explain on government regulation ; Keppres no. 80 th 2003) and agreement.
- Get involved as an End User in project Fisahaj (BPIH) – Dep. Agama RI
- Preparing financial statement for BPIH
- As an Project Administrator for project in PD PASAR JAYA
- As an Project Administrator for project in PEMDA BOGOR

1997 - 2000 TANESIA, PT Jakarta
Accounting Supervisor

- Preparing Financial Statement.
- Preparing annual tax report.
- Any other duties as may be required by the Superior.

1997 - 1999 Aperindo Perdana, PT Jakarta
Accountant (Part Time)

- Preparing Financial Statement.
- Preparing annual tax report.

1996 - 1999 Mulindo Agung Trikarsa, PT Jakarta
Accountant (Part Time)

- Preparing Financial Statement.
- Preparing annual tax report.



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1996 - 1997 Aperindo Perdana, PT Jakarta
Accounting Staff
▪ Preparing Financial Statement.
▪ Preparing annual tax report.

Education Formal

1990 - 1996 Trisakti University Jakarta
▪ Economic Faculty majoring Operational Management
▪ Graduated

Courses

▪ SAP Warehouse Management Module at Aprilasia Riau
▪ Tax Training, Brevet B at PPA - FEUI Jakarta
▪ Tax Training, Brevet A at PPA - FEUI Jakarta
▪ Accounting Principles Training at FE - Trisakti Jakarta
▪ English Courses at PPIA, Basic to Intermediate levels Jakarta
▪ Computer Courses at PPK – LIA Jakarta
▪ Just In Time Seminar held by student of senate FE Trisakti Jakarta

Computer Skills

▪ SAP - Warehouse Management Module
▪ Microsoft Office
▪ Accounting Software

Interest

▪ Reading
▪ Sports
▪ Travelling

Sincerely,

Djamil Alamsyah, SE