

CURRICULUM VITAE

Personal Details

Name Restu Dewa Imanda
Address Jalan Terusan Buah Batu
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Kujang Sari, Bandung
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Indonesia
Telephone 62 818 963 852
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Nationality Indonesia
Date of Birth 21/06/1985
Language Pairs English – Bahasa (native)
German – Bahasa (written)

Work Experience

- 2006 – present Palembang Tax Office, Tax Auditor
 - Auditing tax payer's financial statement mainly in English
 - Studying accounts and investigating any instances of fraud or miscalculations within the accounts
 - Ensuring tax payer accounting systems is capable of complying with Indonesian taxation laws
 - Verifying the accuracy of the amount of taxes calculated by tax payer
- 2012 – present Freelance Translator
 - Technical and literary translations, proofreading, evaluation of sample translations

Key Skills and Competencies

- Detail oriented and well organised
- Highly skilled in Microsoft Word, Excel, and Powerpoint
- Excellent communication and social skills
- Familiar with finance and accounting terminology
- Willing to travel and able to work under pressure

Education and Training

- 2010 Short course in Advanced Tax Accounting
- 2008 Short course in Intermediate Tax Accounting
- 2003 – 2006 Associate degree in Taxation
Indonesian State College of Accountancy (Sekolah Tinggi Akuntansi Negara)
- 2000 – 2003 High School
- 1999 – 2003 Beginner, Intermediate, and Advanced English Course
BBC English Training Specialist
- 1997 – 2000 Junior High School
- 1991 – 1997 Elementary School

Personal Interests

- Years of experience in amateur photography
- Interested in various kind of art e.g. music, graphic design, literal art, and movies