



ERICA TAURISYA

Human Resources Assistant

Address:
Jl. Yudistiro No. 30 Sawah Lama,
Tanjung Karang Timur, Bandar Lampung,
ZIP Postal 35125, Lampung, Indonesia

+62821 7531 1199

ericataurisya@gmail.com

I have good interpersonal, honest, kind, dilligent, tolerant, ready to work with a team, disciplined, and responsible. My communication skill is excellent. I have strong office abilities, including filling, organizing and word processing. I can work both in team as well as individual. I am hardworking, able to work well, underpressure, creative, pleasant and convenient in dealing with people.

PROFILE

Date of birth
May 20th, 1986

Gender
Female

Marital Status
Single

Religion
Moeslem

Nationality
Indonesian

LANGUAGE

Bahasa



English



SOFTWARE

Microsoft Word



Microsoft Excel



Microsoft Power Point



Corel Draw



Adobe Photoshop



SOCIAL MEDIA

1cha_ghazali

erica taurisya

EDUCATION

Diploma of Management Accounting,
Lampung University,
Graduated in 2005

Bachelor of Economics, Majoring Management,
Lampung University,
Graduated in 2009

EXPERIENCE

Accounting Staff
at PT. Sinar Niaga Sumatera
June 2003 - January 2005

Administration and Finance
at PT. Tunas Dwipa Matra
February 2005 - May 2007

Accounting Staff
at PT. Honda Lampung Raya
June 2007 - June 2010

Human Resources Assistant
Lampung Provincial Education Office
September 2013 - Present

SKILLS

- Exceptional communication and networking
- Successful working in a team environment as well as independently
- The ability to work under pressure and multi task
- The ability to follow instructions and deliver quality results
- Customer service, strategic planning, Leadership, negotiation
- Trained in bookkeeping and in preparation, auditing and analysis of account
- Prepare annual reports
- Financial statements for planning and decision making and advise on tax laws and investment opportunities