### .Profile Summary

Information Systems student experienced in financial reporting, data analysis, and multimedia production. Skilled in streamlining financial processes, managing accounts receivable, and creating digital solutions. Passionate about leveraging data analytics and improve efficiency.

# AMOS D. PRASETYO

### .Portfolio

github.com/PrasetyoAmos

### .LinkedIn

linkedin.com/in/amos-dwi-prasetyo-2b41571a4/

📞 0895-6107-56021          @ prasetyoamos17@gmail.com          🌐 prasetyoamos.raw

### .Work Experience

**Finance (AR) & Accounting**
PT. Data Lake Indonesia                                 (JAN 2025 – Present)

> Prepare, process, and monitor monthly billing and purchase invoices accurately and timely, ensuring compliance with company policies and payment terms.
> Currently handling bank reconciliation and manual journal entries to ensure financial accuracy and streamline accounting processes.

**Reporting Intern**
PT. Lippo Karawaci Tbk                                 (NOV 2023 – NOV 2024)

> Managed 50+ bank accounts monthly, oversaw daily cash flow for AP and AR, verified AP vouchers, and mentored students in financial reporting skills.

**Administration**
PT. Panca Jaya Dwimakmur                            (AUG 2023 – NOV 2023)

> Created Delivery Orders, Invoices, and tax documents, prepared BAST, liaised with vendors, and coordinated with management for smooth project execution.

**EDP Officer & Marketing**
PT. Mandiri Raya Tangguh                              (FEB 2022 – APR 2023)

> Oversaw sales optimization of 200+ products on Tokopedia and Shopee, driving a 30% sales increase in 6 months, managed product listings, pricing strategies, promotions, and maintained an up-to-date pricelist for effective communication.

**Administration**
PT. Besar Inti Global                                    (JUN 2021 – FEB 2022)

> Managed warehouse operations, overseeing stock administration, data entry, and inspections

### .Key Skills & Tools

> Machine Learning
> Natural Language Processing
> Python, JavaScript
> Finance, Accounting
> Stock Control
> Bussiness Process
> Design, Photography

### .Education

> Information System
  University Buddhi Dharma

### .Language

> **English**
  Fluent