

# Muhammad Fadhlurrahman

chandra.tmnt@gmail.com

## Finance,logistic,administrative

Highly motivated and detail-oriented administrative professional with over one year of experience in the financial industry. Demonstrates strong skills in data management, reporting, and operational support. Known for excellent communication, adaptability, and problem-solving abilities. Committed to accuracy, efficiency, and maintaining a high level of professionalism.

## WORK EXPERIENCE

### PT Swadharma Sarana Informatika Financial Administrative Assistant

06/2023 - 12/2024  
Bekasi, Indonesia

- Provided administrative and clerical support to finance and operational teams.
- Handled data entry, filing, and documentation of financial records.
- Assisted in invoice processing, report preparation, and transaction tracking.
- Coordinated with other departments to ensure smooth financial operations.
- Ensured compliance with company procedures and confidentiality of data.

## EDUCATION

### Bachelor's Degree in Management

INSTITUT TRANSPORTATION & LOGISTIC TRISAKTI • GPA: 3.25

## SKILLS

**Core Competencies:** Administrative Support & Coordination, Back Office Operations, Communication & Team Collaboration, Data Entry & Document Management, Financial Reporting Assistance, Invoicing & Transaction Record Maintenance, Microsoft Office & Spreadsheet Management, Time Management & Attention to Detail

**Technical Skills:** Basic Accounting & Reporting, Data Entry & Filing Systems, Email & Administrative Tools, Google Workspace (Docs, Sheets, Drive), Microsoft Excel, PowerPoint, Word

**Soft Skills:** Adaptability, Detail-Oriented, Problem-Solving, Strong Communication, Teamwork & Collaboration, Time Management