



# Baskoro Aji

A hard-working person & passionate in every task or job I do. Energetic, extrovert and social person are some of my strengths, dedicated and passionate in every task that is assigned to me.

Highly responsible and reliable, exceptional interpersonal skill with extensive international experience.

Eager to learn and easy to adapt with a new environment.

## Work experience

### Finance Specialist Assistant

Sep 2020 - Jul 2022

*Holland America Line, Seattle, USA*

Complete of processing and closing voyage. Ensure that all guest, crew and company accounts have been paid (including processing of in-transit balances). Complete and balance all accounts and produce necessary backup reports as per accounting and auditing requirements.

Duties and Responsibilities:

- Process guest credit card information and obtain authorization daily. Ensure all guests have a method of payment registered.
- Monitors and manages guest and crew payment accounts, ensuring a form of payment.
- Follow-up declined credit cards per respective Accounting policies.
- Administer and process all Gift Orders, GAP, Shipboard credits, and any other promotions.
- Respond to guest inquiries, concerns and complaints as needed.
- Produce accurate and timely onboard statements for all shipboard accounts.
- Update and maintain correct pricing information in Onboard Financial system.
- Serves as administrator of all onboard financial systems, provides end user support.
- Troubleshoots system issues, coordinates with the shipboard and shoreside I/S teams to resolve these issues.
- Investigate and resolve out-of-balance accounts.
- Send all End of Voyage reporting in a timely manner as required, and ensure all reports are correctly.

### Night Audit Clerk Sr

Sep 2015 - Jun 2020

*Holland America Line, Seattle, USA*

Daily auditing of financial transactions, balance of entries, recording financial transactions in Fidelio, Micros and Aims. Creates, maintains, and closes voyage information.

Duties and Responsibilities:

- Daily auditing of financial transactions, balance of entries, recording financial transactions in Fidelio, Micros and Aims. Creates, maintains, and closes voyage information.
- Handle guest requests and take reservations.
- Reconciles all accounts, processes invoice and prepares paychecks
- Reconcile all accounts in a timely manner.
- Provide excellent customer service to guests and keep the front desk and accounting operations running smoothly.
- Respond to guest inquiries, concerns and complaints as needed.
- Process invoices, post checks to vendors and distribute employee checks.
- Balance the cash drawer and log receipts.
- Investigate and resolve out-of-balance accounts.
- Keep accurate financial records and ledger
- Help prepare for forecasts and audits.
- Reporting revenues with accounts transactions during business hours before taking on reception duties at night to accommodate late-night guests.
- Reconciling all credit card transactions and financial records for the organization's bookkeeping department to ensure all transactions are accounted.
- Handle monthly, quarterly and annual closings.

## Personal

### Name

Baskoro Aji

### Address

Nglano RT 1/1 Pandeyan  
Tasikmadu Karanganyar  
57712 Jawa Tengah

### Phone number

6281284282969

### Email

[baskorovici@gmail.com](mailto:baskorovici@gmail.com)

### Date of birth

23-06-1988

### Place of birth

Karanganyar

### Gender

Male

### Nationality

Indonesia

### Marital status

Single

## Interests

*Singing, Sharing, Listening to music, Gaming, Travelling*

## Languages

English      **Fluent**

Japanese     **Fluent**

Indonesia    **Native**

DOCUMENT	EXPIRATION
US VISA	15/03/2026
PASSPORT	4/3/2027
SEAMAN BOOK	17/10/2024

CERTIFICATION	EXPIRATION
BST	10/12/2024
STCW CMHB	4/12/2023
PSCRB	2/12/2023

## Reference

Ron Segovia / Finance Specialist  
+639473755123

Rangga Mangala / Finance Manager

+6281289104278

Peter Tuin / Fleet Manager

+447838051147

VACCINATION	
1st	Sinovac
2nd	Sinovac
Booster	Moderna

## Skills

Ms. Office

Fidelio

Micros

My SAP

Symphony

## Financial Accounting Staff

Dec 2014 - Jun 2015

*Honda Motor, Solo*

- Prepare and review financial documents, reports, and statements.
- Oversee all accounting procedures (e.g. tax returns, month-end closures, budgeting) and advise on general financial matters.
- Managing financial reports, records, and accounts.
- procedures and maintains a healthy financial profile ensuring compliance with state, federal, and local principles.
- Reinforce financial data confidentiality and conduct database backups when necessary.
- Report on the company's financial health and liquidity.

## Marketing Communication Officer

Mar 2013 - Dec 2014

*Bank Panin , Solo*

- To support the overall marketing objectives of all company's brands both externally and internally.
- Proposing and implementing program plan for Marketing Communication Department.
- Setting Budget plan.
- To support the company's archive function by archiving relevant marketing material.
- Set Analysis and research Banks product plan & program.
- Supporting Corporate Bank events.
- To take responsibility for originating and planning campaigns in conjunction with the band activity / event planned.
- To assist with the implementation of the marketing strategy with specific objectives and targets as agreed.
- To develop promotional opportunities and ideas from conception through to execution for all brands.
- Reports on campaigns to ensure effective departmental communications.
- Provide regular information related to marketing activity where necessary to assist with the compilation of reports for company.
- Enable to do effective budgetary control of specific areas of activity/event.
- To attend performances and other events as required out of normal office hours.

## Cost Accounting Staff

Sep 2011 - Mar 2013

*Gawi Plantation Indonesia, Jakarta*

- Help businesses by overseeing and analyzing cost expenditures and purchases within the organization.
- Review services and goods, record data.
- Make recommendations about cost-efficient and financially feasible cost options.
- Monitoring unit cost variance.
- Implementing cost standards for materials and labor.
- Preparing cost of goods sold and production reports.
- Reconciling beginning raw materials, work-in-progress and finished-goods stock.
- Maintain records to identify where to cut costs for increased profitability.
- Ascertain business costs for day-to-day planning, cost control, and internal decision making.
- Enable to do effective budgetary control of specific areas of activity.

## Education and Qualifications

### **Bachelor's Degree of Economy**

Jul 2007 - Sep 2011

*YKPN University, D.I.Yogyakarta*

Graduated with GPA 3.06