

Salsabila Putri Afifah

Depok, West Java, Indonesia | +62 813-8432-3850 | salsabilaputriaafifah13@gmail.com

SUMMARY

Detail-oriented and highly motivated Audit Associate with experience in external auditing, financial reporting, taxation, and accounting processes across various industries, including retail, agribusiness, marine transportation, and construction. Experienced in conducting audit planning, risk assessment, substantive testing, working paper preparation, inventory observation, and the preparation of audited financial statements. Possesses strong analytical, problem-solving, and communication skills. Demonstrates adaptability, attention to detail, and the ability to work effectively under tight deadlines and dynamic environments.

EDUCATION

Universitas Pembangunan Nasional Veteran Jakarta

Bachelor of Accounting | Faculty of Economics and Business, GPA: 3.83/4.00

2020 – 2024

SMK PB Soedirman 2 Jakarta

Accounting Major, Graduated with the Highest Accounting Score.

EXPERIENCE

Tax Intern

December 2022 – January 2023

PT MIDI UTAMA INDONESIA

South Tangerang, Indonesia

- Prepared output tax invoices for Alfamidi and Lawson suppliers, ATM rental transactions, and tenant corporations.
- Collected and monitored withholding tax certificates from vendors and business partners.
- Operated tax applications, including TAF, TARRA, and E-Faktur, for tax invoice administration and reporting.
- Generated VAT billing codes for state-owned bank ATM rental transactions through the Directorate General of Taxes portal.
- Requested tax invoice serial numbers periodically from the Directorate General of Taxes.

Treasury Intern

February 2023 – June 2023

HOME CREDIT INDONESIA

South Jakarta, Indonesia

- Processed Bank repayment transactions accurately and timely.
- Downloaded and maintained daily and monthly bank statements from multiple banking partners, including Mandiri, Permata, BTPN, Bukopin, Danamon, and Sampoerna.
- Prepared recap reports and daily journals for JFS transactions with Bank Permata.
- Performed reconciliation procedures and prepared recap reports and daily journals for JFS transactions with Bank Jago.

Audit Associate

January 2024 – Present

PKF HADIWINATA PUBLIC ACCOUNTING FIRM

Central Jakarta, Indonesia

- Performed audit planning procedures, including client acceptance, risk assessment, walkthroughs, tests of controls, and journal entry testing.
- Executed audit procedures and prepared comprehensive working papers for Balance Sheet and Profit or Loss accounts.
- Conducted physical verification procedures, including fixed asset inspections, cash counts, and inventory stock takes.
- Prepared and finalized audited financial statements and supporting audit documentation.
- Assisted in identifying audit findings and communicating issues and recommendations to engagement teams and clients.

TECHNICAL SKILLS

External Audit and Financial Reporting
Financial Statement Analysis
Working Paper Preparation
Tax Administration and Compliance
Microsoft Office (Excel, Word, PowerPoint)
Analytical and Problem-Solving Skills
Attention to Detail
Communication and Interpersonal Skills
Time Management and Ability to Work Under Pressure
Fast Learner and High Initiative

CERTIFICATIONS

Zahir User Certified — PT Zahir Internasional — ID: ZO0000000000044955 — Score: 97/100 (Excellent) — Valid Until: 2027