



MUHAMAD HERDYANSYAH

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SUMMARY

I am Bachelor of Accounting at Universitas Pendidikan Indonesia with interests in finance, accounting, auditing, taxation, financial statement preparation, and financial management. I possess a solid understanding of financial analysis and tax regulations. My internship experience has strengthened my competencies in preparing accurate financial statements and handling taxation tasks. Aspiring auditor or tax professional with integrity, eager to contribute through accurate analysis, attention to detail, and strong teamwork. With my attention to detail and analytical skills, I am prepared to contribute effectively to industries requiring reliable and thorough financial management. I am capable of working independently or in teams, with strong communication and time management skills. My diligence and commitment are added values I bring to the workplace.

EDUCATION

Indonesian University of Education – Bandung, West Java
Bachelor Degree in Accounting, GPA 3,85/4,00

September 2021 – October 2025

WORK EXPERIENCE

PT Cintas Sentul Raya

Accounting & HR Administration Staff – Contract

December 2025 - Present

As Accounting Administration

- Input transactions bank statement transactions into the Abipro accounting software
- Record adjustments for import payment discrepancies (foreign exchange gains or losses)
- Prepare adjusting journal entries for loan interest, Income Tax Article 25, Fire Insurance, Vehicle Insurance, and Value-Added Tax

As HR Administration

- Organizing employee data
- Conducting recruitment, administrative tests, and interviews for new employee candidates
- Following up with new employee candidates
- Following up with employees whose contracts have expired
- Processing contract extensions for employees
- Preparing severance packages for employees who have completed their employment term
- Updating data when renewing new employees' contracts on the SIPP BPJS-TK website
- Handling BPJS Health and BPJS Employment registration for employees
- Preparing Pay Slips
- Issuing Employee Active Status Letters
- Preparing a list of salary adjustments if there is an increase in the UMSK
- Preparing a list of Employee Holiday Allowances (THR)

PT Rasantara Cipta Pangan

Accounting Tax Staff – Contract

April 2025 – October 2025

- Assist in the preparation of financial statements and reconciliation of account
- Manage invoice, process payments and track outstanding balances
- Input transactions into accounting software and maintain accurate financial records

- Reconcile bank statements with company accounts
- Input, Reconciliation, Tracking, and Report Daily Sales
- Recap and replenish petty Cash
- Calculate & Report Tax Restaurant (PB1) at E Satria
- Monthly Tracking Report Sales
- Recheck sales revenue Cafe, e-commerce, offline and FnB
- Make a financial proposal

Kantor Akuntan Publik Sendy Cahyadi & Erry Febrianto (KAP SCEF)

Stock Opname Team – Freelance

November 2024

- Manually calculated and verified the quantity of goods
- Recorded goods conditions
- Identified stock recording errors
- Calculated and recorded discrepancies between physical and system stock
- Input stock calculations into Excel
- Reconciled physical stock with system stock

Internship Junior Auditor – Internship

January 2024 – April 2024

- Compiled annual financial reports
- Prepared and input data into Microsoft Excel for compilation
- Handled tax-related tasks
- Completed and submitted E-Form SPT 1771
- Generated E-Billing for SPT 1771
- Prepared KYC (Know Your Client) documentation to obtain company information and data
- Contribute to accounting service for PT X, with the following duties : Visit to company to collect data, input data to microsoft excel, analyzed and ensured all company transactions were accurately recorded, compared data with bank statements, reported findings to the team leader.

PT Gesits Motor Nusantara - Internship

April 2024 – September 2024

Tax Internship

- Recap Value Added Tax (VAT) In, Value Added Tax (VAT) Out, Income Tax 23, Final Income Tax article 4 paragraph (2),
- Filing and organizing tax documents,
- Tax Equalization,
- Input Payment Proposal Data,
- Monitoring of Audit Supporting Documents in 2023,
- Follow up and Confirmation of Tax Documents to Procurement Bureau, Human Capital Bureau, General Affairs Bureau, and Payroll Bureau,
- Reconcile Physical Tax Document with VAT List,
- Reconcile VAT In with Account Payable Summary,
- Reconcile VAT Outwith Sales Incasho,
- Reconcile Income Tax 23 and Final Income Tax with Fund Requirement Plan.
- Assist the work of tax seniors

BARAYAKUU – Business

November 2023 – January 2025

Head of Production & Finance

- Create monthly sales reports, holding and managing business finances and capital
- responsible for production activities
- Produced and marketed 20–40 packs of banana chips weekly

PROFESSIONAL EXPERIENCE

Webinar Bersekolah Fest – Educational Webinar

January 2024

Speaker

- Providing information about entry pathways in public universities, scholarships that can be achieved by students & benefits obtained from the scholarship program, providing information about experiences during college, and tips and tricks in the world of lectures.
- Discussed and answered questions posed by the audience.

KAMAKIP-K LINTAR UPI – Educational Seminar**September 2023***Master of Ceremony*

- Host the event and be responsible for the smooth and successful running of the event.
- Establish good communication with participants
- Work Outcomes: Provide the best service to the audience by giving a skillful performance

General Assembly of BEM KEMA FPEB – Election of Chairman**May 2023***Event Division Staff*

- Establish communication with members of the event division and core committee
- Developing a theme and creating a rundown
- Work Achievement: Good performance, interactive group community

BARAKATAK XXI – Cadre**September – November 2022***Mentor*

- Guiding and Directing new students to carry out regeneration activities
- Become a liaison between the event committee and new students

UPI Goods Merchandise – Student Business**June – August 2022***Project Coordinator*

- Offer and sell merchandise to UPI new students
- Recapitulate and report sales results

BALANCE IMAKSI UPI – Educational Seminar**June 2022***Master of Ceremony*

- Host the event and be responsible for the smooth and successful running of the event.
- Establish good communication with participants
- Work Outcomes: Provide the best service to the audience by giving a skillful performance

Community Service BEM KEMA FPEB UPI - Social Project**March 2022***Master of Ceremony*

- Host the event and be responsible for the smooth and successful running of the event.
- Establish good communication with participants
- Work Outcomes: Provide the best service to the audience by giving a skillful performance

Student Assembly of IMAKSI UPI – Election of Chairman**December 2021 - January 2022***Chief Executive Officer*

- Communicate and coordinate with staff to perform their duties well
- Responsible for the implementation of the event so that the business runs smoothly

KUALITAS Accounting UPI 21 - Social Project**November 2021***Chief Executive Officer*

- Communicate and coordinate with the committee
- Conceptualize details and distribute committee tasks to the committee.
- Seek alternative solutions to problems and make decisions
- Work Achievement: The event can run smoothly, the committee can carry out their duties well

ORGANIZATION

- Badan Eksekutif Mahasiswa FPEB UPI **September 2023 – April 2024**
 - *Head of Academic Affairs, Department of Academic & Professional Affairs*
- Ikatan Mahasiswa Akuntansi UPI **April 2023 – January 2024**
 - *Chairperson of the Department of Spirituality*
- Tilawatil Quran Development Unit (UPTQ UPI) **October 2022 – December 2023**
 - *Talent and Interest Staff*
- Prosperity Council of Nurul Jannah Mosque **October 2021 - August 2022**
 - *Board Member*
- Prosperity Council of Jami Darussholihin Mosque **May 2020 - October 2021**
 - *Secretary*

COURSES AND TRAINING

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|---------------------------------|----------------------------|
| • Public Speaking & MC Training | 7 - 8 December 2023 |
| • Sponsorship Training | June 2022 |
| • MYOB Application Training | May - June 2022 |

CERTIFICATIONS

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|--|---------------------|
| • Skills for Impact - MSMEs Training | October 2025 |
| • Proficiency Test of English to Speakers of Other Languages (490) | June 2025 |
| • Brevet Tax Certification (Level A&B) | January 2025 |
| • JobReady Employability Skills | July 2024 |
| • Micro Mentor MasterClass | April 2022 |

WORKSHOP

- FPEB Leaders' Talk 2023 "Harnessing Pentahelix Collaboration for Advancing the Sustainable Development Goals"
- Webinar Investasi GISBEI UPI "Building Trust In Capital Market Investments : Strategies to Boost Public Confidence" in2023
- Talent Scouting Academi (TSA) by Ministry of Communication and Information Technology in 2022

ACHIEVEMENTS & AWARDS

- FPEB UPI Appreciation Recipient as National Student Achievement Student Category 2023
- Passed the funding of the Student Creativity Program (PKM) of the Kemdikbudristekdikti Community Service scheme 2023
- Appreciation Recipients UPI Achievement Award 2022
- Best Committee of Accounting Student Association Anagata Parama Cabinet 2022
- Top 28 UPI Economics & Business Education Faculty Ambassadors 2022
- Winner of the 3rd Best Committee of the UPI Accounting Student Association 2022
- Winner of 1st place in the Tilawah Competition in the National Student Murottal Category of the UPI Ramadan Festival 2022

SKILLS

- **HARD SKILLS** : Microsoft Office (Ms. Word, Ms. Ecel, & Ms. Powerpoint), Olsera POS, Luna POS, Compiling, Financial Statement, Prepare financial statements, Recap Calculate Reconciliation and Tax Report, Systematic tax document, Tax and financial data analysis
- **SOFT SKILLS** : Public Speaking, Leadership, Time Management, Entrepreneurship, Critical Thinking, Communication, Teamwork, Adaptability, Resilience, Discipline, Dedication, Project Management.