

Susent Hatty Maryani

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Jagakarsa, Jakarta Selatan

ABOUT ME

Experienced finance in accounts payable with experience in NGOs and health-tech companies. Detail-oriented, analytical, and efficient, with strong Microsoft Office skills, problem-solving abilities, and the capacity to work independently or collaboratively under tight deadlines.

WORK EXPERIENCE

Halodoc

July 2025 - Present

Finance Staff

- Check & ensure the completeness of payment documentation along with three way matching process, government regulation & accounting standard (Processed around 800 invoices per week)
- Coordinate with related parties if any review & correction needed
- Prepare monthly payable report
- Prepare payable aging report and do some action to control long outstanding balance
- Performed GR invoicing using Accurate Software, based on received invoices to ensure data alignment and consistency.
- Organized and filed documents by branch and due date for orderly storage and easy retrieval.
- Reconciled outstanding invoices from Vendor to maintain accuracy.

Kitong Bisa Foundation Indonesia

July 2024 - Jun 2025

Finance Staff

- Managed petty cash and prepared accountability reports regularly and transparently.
- Check & ensure the completeness of payment documentation along with three way matching process, government regulation & accounting standard
- Ensured all documents were complete and prepared payment vouchers.
- Performed monthly bank reconciliations for all programs and accounts.
- Prepared tax deduction data in Excel for transactions subject to goods and services tax
- Provided financial data necessary for audits and reporting to internal and external parties.
- Coordinated with cross-functional teams to validate invoice data, resolve discrepancies and supporting documents.

Bharata Public Accounting Firm, Arifin, Mumajad & Sayuti

March-May 2023

Junior Auditor (Internship)

- Assisting staff in the audit process such as checking data to be audited, data input, and document archiving.
- Assist in preparing audit evidence, including financial statements, invoices, and related documents.
- Communicate with the audit team and other staff to share findings and progress of the audit project.

LindungiHutan

Aug 2022 - Jan 2023

Finance Officer (Internship)

- Manage LindungiHutan dashboard and financial reports using Google Spreadsheets.
- Record company expenses, revenue, and disbursements using Google Sheets
- Verify and align documents such as invoices and receipts appropriately.
- Coordinate with PIC regarding performance and arrange weekly finance division meetings to ensure smooth performance.

EDUCATION

Gunadarma University

2019 - 2023

- Bachelor of Accounting, (GPA 3.41)

CERTIFICATION

Prepare financial statements based on SAK-ETAP for accountants

April 2024

Know about accounting basics, balance sheets, income statements, cash flow statements and limitations in 3 main financial statements, notes on financial statements and capital change statements, accounting policies and presentation of financial statements.

SKILLS

- Bank Reconciliation, Reconciliation Outstanding, Bookkeeping, Tax Analysis, Document Filing, Accounting Software(Zahir, Sango, Accurate), Microsoft Office(Excel, Word, Powerpoint)
- Effective Communication, Teamwork, Problem Solving, Time Management, Adaptive, Attention to Detail.