



ALIYA PUTRI

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Jl. Karyawan 3 Gg. kenanga 5 No. 40 RT 04/09 Karang Tengah, Kota Tangerang, Banten

Aliya has 1 year of working experience at Agung Sedayu Group as Finance Accounting in Property Management and has several internship experiences at BUMN Insurance and KAP Heliantono as Junior Auditor. Interested in Accounting and Internal or External Audit and following industry developments with a growth mindset.

Work Experiences

Agung Sedayu Group - Jakarta, Indonesia

Jan 2025 - Present

Account Receivable Officer

Property Management - Estate

- Creating and sending invoices to customers for goods or services provided on credit.
- Monitoring payments received from customers and ensuring they are properly applied to the correct invoices.
- Ensuring the accuracy of customer account balances by reconciling them with the company's records.
- Investigating and resolving any payment discrepancies or disputes raised by customers.
- Preparing reports on accounts receivable aging, payment trends, and other relevant metrics.
- Keeping accurate and up-to-date records of all customer transactions and payment information.

Agung Sedayu Group - Jakarta, Indonesia

May 2024 - Dec 2024

Account Payable Officer

Property Management - Estate

- Receive, verify, and process invoices from vendors/suppliers, as well as reimbursements and cash advances.
- Ensure that the received invoices/documents match the Purchase Order (PO), delivery note, and other supporting documents.
- Record and create new card controls for transactions that are routinely paid every month.
- Ensure all payment transaction comply with the company's internal policies and procedures.
- Properly archive invoices, payment proofs, and other related document for audit purposes and coordinate with the audit team in providing data related to account payable.

KAP Heliantono dan Rekan - Jakarta, Indonesia

Nov 2023 - Apr 2024

Junior Auditor

Audit Company - Auditor Teamwork

- Involved in the company's client audit process, including document examination, transaction verification, and collection of supporting confirmation evidence.
- Check physical cash, inventory, fixed assets and discuss directly with company clients in stock opname activities.
- Support in the preparation of independent audit reports using ATLAS and Microsoft Excel.

PT Asuransi Kredit Indonesia (BUMN) - Jakarta, Indonesia

Sep 2022 - Aug 2023

Internship

Insurance Company - Underwriting Division

- Compile the company's principal legality file to the surety system for 10 principals every week
- Input the principal's financial statements into the system and print the results of the financial statement analysis
- Prepare KUR production reports every week and every month to be included in the market share

Mercu Buana University - Jakarta, Indonesia

Jul 2021 - Sep 2022

Part Time

Marketing Director - Presenter

- Ability in public speaking so as to be able to present more than 4 schools per day.
- Participate in open house activities and university edu fairs whose job is to promote new student admissions through various channels, both academic and non-academic scholarships.

Education Level

Mercu Buana University - Jakarta, Indonesia

Sep 2019 - Oct 2023

Bachelor of Accounting and Tax, 3.82/4.00

- Conducted AB Tax Brevet training for 6 months at PKN STAN.
- Participating in the Entrepreneur Festival competition with the theme "New Normal : Accelerating Digital Transformation and Collaboration in Developing Millennial Entrepreneurship"

SMK Yadika 4 - Tangerang, Indonesia

Jul 2016 - May 2019

Senior High School, Office Administration, 85.00/100.00

- LP3I Course Center (Competency)
- SABAR PARADE WEDYA (English and Computer for School)

Organisational Experience

Accounting Student Association - Jakarta, Indonesia

Nov 2021 - Jul 2022

Secretary

Himpunan Mahasiswa Jurusan Akuntansi - Mercu Buana University

- Carry out secretarial and administrative activities of the accounting student association.
- Compile and create 20 letters, proposals, and number of outgoing letters in 2 days.
- Checks 20 incoming and outgoing messages via organizational email every day.
- Participate in 5 meeting work programs and record meeting results once a week.

Accounting Student Association - Jakarta, Indonesia

Mar 2021 - Sep 2021

Education & Science Division

Himpunan Mahasiswa Jurusan Akuntansi - Mercu Buana University

- Running 3 work programs in one accounting student association period.
- Maintain good relations both within the organization and outside the organization.

Skills and Certifications

- **Certification** (2023): PT Asuransi Kredit Indonesia (BUMN)
- **Certification** (2022): Brevet Pajak AB di PKN STAN
- **Certification** (2022): SERTIFIKAT PROFESI: Uji Komprehensif Profesi Akuntansi
- **Certification** (2020): English for Adults : Elementary Levels
- **Projects** (2022): Student Ambassador at Mercu Buana University
- **Soft Skills** (2021): Master of Ceremony Accounting League 2021
- **Projects** (2021): Chief Executive Public Speaking Webinar 2021
- **Soft Skills** (2021): Secretary of Intimate Discussion Forum Activities 2021
- **Soft Skills** (2021): Treasurer Accounting League 2021
- **Projects** (2021): Secretary of Choirmorphosis 11 Concert 2021