

Asyiffa Nurul Arshylla

0878-7682-2371 | asyiffanr@gmail.com | Pondok Pinang, Jakarta Selatan

<https://www.linkedin.com/in/asyiffa-nurul-arshylla-b31488240/>

Fresh graduate in Management (Finance) from Syarif Hidayatullah State Islamic University, Jakarta, with a GPA of 3.76/4.00. Had internship experience in payroll operations, financial administration, invoice verification, and data validation. Skilled in ensuring data accuracy, supporting compliance processes, maintaining financial documentation, and coordinating cross-functional operations in fast-paced environment.

EDUCATION

UIN Syarif Hidayatullah Jakarta

Undergraduate in Management, 3.76/4.00

2021 - 2025

PROFESSIONAL EXPERIENCE

Payroll Intern – PERSOL Indonesia

Nov 2025 – May 2026

- Performed verification and validation of employee expense claims to ensure accuracy and compliance with company policies also payroll procedure.
- Maintaining and validated overtime (OT) data to support accurate payroll processing.
- Organized and reviewed payroll related invoices and supporting documentation to ensure completeness and timely finance processing.
- Coordinated the distribution of hard copy invoices, including printing, organizing, and sending them to clients or relevant departments.
- Supported payroll operations through document tracking, data management, and monitoring submission timeline to ensure smooth administrative processed.

Jul 2025 – Nov 2025

Business Support Intern – PERSOL Indonesia

- Prepared and consolidate invoice documentation for finance processing while ensuring document accuracy.
- Coordinate invoice distribution to clients and internal stakeholders, achieving 100% on-time invoice submissions with zero delays.
- Managed cash advance and settlement documentation maintained financial records, and coordinated approval process across departments.
- Operated Grab Business account and submitted monthly usage reports to Finance.
- Entered, updated, and verified invoice data in company databases with high accuracy.

Sept 2024 – Nov 2024

Freelance Data Entry - BKKBN (Badan Kependudukan dan Keluarga Berencana Nasional)

- Collected, verified, and input demographics data from multiple neighborhoods units.
- Ensured data accuracy and completeness through cross-checking with field survey forms.
- Met daily data entry targets with minimal errors under tight deadlines.

ORGANIZATIONAL EXPERIENCE

AIESEC in UIN Jakarta

Jul 2024 – Sep 2024

Team Leader of Talent Intelligence

- Analyze HR data to identify workforce trends, operational gaps, and improvement opportunities to support organizational sustainability initiatives.
- Utilize data-driven insights to support workforce planning, identify retention risks and anticipate future talent requirements.
- Develop and implement strategies to align workforce management with long-term organizational and operational goals.
- Led the implementation of a Personal Development Plan initiative, contributing to the committee being selected as 1 of 6 nationally recognized Local Committees.

AIESEC in UIN Jakarta

Jul 2024 – Sep 2024

Organizing Committee Finance of Youth Today x JOIN AIESEC 2024

- Managed event budgeting and financial allocation to support operational efficiency across multiple event functions.
- Oversee the financial aspects of merchandise sales.
- Monitored over 700 participant payments and managed cash flow for more than 1,000 financial

- Transactions with high accuracy.
- Conducted financial forecasting to support event budgeting and operational planning.

Mar 2024 – Jun 2024

AIESEC in Indonesia

Conference Committee Showcasing of National Functional Conference

- Coordinate conference content and participant engagement initiatives to support overall event operations.
- Managed event materials and communications assets to ensure smooth conference execution.

JOIN AIESEC 2023

Organizing Committee Vice President of Delegates Service

Jul 2023 – Oct 2023

- Developed and implemented engagement strategies for 900+ delegates to improve participant experience and operational coordination
- Maintain and monitor applicant database containing 800+ records with high attention to data accuracy.
- Act as the primary point of contact for all delegate-related inquiries and concerns, providing timely responses and effective problem-solving.

SKILLS

Soft Skills

- Analytical Thinking
- Attention to Detail
- Problem Solving
- Communication and Coordination
- Time Management
- Team Leadership
- Adaptability

Technical Skills

- Data Analysis and Validation, Data Reconciliation.
- Database Management and Record Maintenance.
- Financial Administration, Budget Monitoring, Invoice Verification.
- Microsoft Excel (XLOOKUP and Data Cleaning), Google Sheets
- Payroll Administration, HR Operations Support, Workforce Data Management.

Languages

Bahasa Indonesia: Native

English: Advance