

Ilham Fauzi

Accounting & Tax Professional

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PROFESSIONAL SUMMARY

Accounting & Tax professional with 3 years of experience in accounting, financial reporting, tax compliance, budgeting, and audit. Experienced in accurately recording and reviewing financial transactions in accordance with applicable accounting standards (PSAK), preparing monthly financial reports, bank reconciliation, AR/AP management, and overhead budget analysis. Skilled in PPh and PPN calculation, reporting, and payment in accordance with applicable tax regulations. Bachelor's degree in Accounting Education from Universitas Negeri Jakarta (GPA 3.91/4.00), with Brevet Taxation A & B and Certified Accurate Professional certifications.

PROFESSIONAL EXPERIENCE

Accounting and Tax Officer, PT Penta Dinamika Properti - Full-time January 2024 – Present

- Recorded and reviewed 100+ monthly transactions, ensuring accuracy and compliance with applicable accounting policies.
- Prepared timely monthly financial reports and supported revenue and expense analysis.
- Performed bank reconciliations for 5 accounts and reconciled balances to the general ledger.
- Monitored and analyzed overhead budget utilization to support cost control and financial planning.
- Managed accounts receivable aging for 4+ tenants and monitored accounts payable for 10+ vendors.
- Calculated and supported monthly PPh and PPN filing and payment in accordance with applicable tax regulations.
- Supported audit processes through financial data, account reconciliations, and supporting documentation.

Accounting Teacher Intern, SMK Negeri 8 Jakarta - Internship July 2023 – November 2023

- Taught financial accounting to 60+ students, covering transaction recording through financial statement preparation.

Junior Auditor, KAP Heru, Saleh, Marzuki dan Rekan - Internship January 2023 – June 2023

- Prepared 20+ audit current files, work balance sheets, and audit working papers to support audit procedures.
- Performed account balance testing and bank reconciliations to support the accuracy of financial statements.
- Analyzed clients' financial data and prepared draft audit reports and notes to the financial statements.

Administration Officer, Politeknik Negeri Jakarta - Internship February 2019 – April 2019

- Managed a database of 100+ employees and maintained personnel administration records.

EDUCATION

Universitas Negeri Jakarta September 2020 – July 2024

Bachelor of Education – Accounting Education (GPA 3.91 / 4.00)

SMK Negeri 25 Jakarta July 2017 – May 2020

Office Administration and Management

CERTIFICATIONS & LICENSES

Microsoft Excel – Basic to Advanced – MySkill (2026)

- Advanced Excel, Data Analysis, VLOOKUP, INDEX-MATCH, Pivot Table, Data Cleaning, Data Validation, Dashboard Reporting, dan Macro VBA.

Brevet Taxation A & B – IAPI (2025)

- Income Tax Articles 21, 23, and 4(2), Corporate Income Tax, VAT, Tax Accounting, and Tax Audit.

Certified Accurate Professional – CPSSoft (2023)

- Proficient in Accurate Online for sales, purchasing, inventory, and financial reporting modules.

KKNI Level II Certification in Office Administration – BNSP (2019)

- Competency in office administration, document management, and business correspondence.

SKILLS & LANGUAGES

Accounting & Finance

- Financial Accounting | Financial Reporting | Monthly Closing | Account Reconciliation | AR/AP | Budgeting & Overhead Analysis | Cost Control | Tax Compliance | Income Tax | VAT | External Audit Support

Software & Tools

- Microsoft Excel | Accurate Online | Google Workspace

Languages

- Indonesia (Native) | Inggris (Professional Working Proficiency)