

# HALIMATUS SYA'DIAH

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Depok, Indonesia

## SUMMARY PROFILE

Accounting graduate with hands-on internship experience in Accounting, Finance, Accounts Payable, and Taxation. Skilled in processing high-volume financial transactions, preparing journal entries, performing account reconciliations, and maintaining accurate accounting records using Accurate, Coretax, and Microsoft Excel. Seeking to contribute strong analytical skills, attention to detail, accuracy, and an eager-to-learn mindset to support efficient accounting and finance operations.

## EDUCATIONAL

**Universitas Pembangunan Nasional “Veteran” Jakarta**

**Jakarta, Indonesia**

*Bachelor of Accounting [Letter of Completion]*

Aug, 2022 – Jan, 2026

- **Cumulative GPA:** 3.88/4.00
- **Relevant Courses:** Advanced Financial Accounting, Management Accounting, ERP Practicum, Internal Audit, Auditing, IT-Based Auditing, Tax Management.

## WORKING EXPERIENCES

**KAP Anwar & Rekan**

**Jakarta, Indonesia**

*Tax Consultant Intern [Reference Letter]*

Dec, 2025 – Apr, 2026

- Recorded journal entries and reconciled over 5,000 financial transactions using Microsoft Excel, ensuring accurate accounting records and supporting reliable financial reporting.
- Prepared monthly PPh 21 and PPh Unification reports for 50+ permanent employees, 1,000+ non-permanent employees, and 30+ tax transactions using Coretax, ensuring compliance with Indonesian tax regulations.
- Performed VAT reconciliation between accounting records and Coretax submissions, identifying discrepancies and supporting accurate financial and tax reporting..
- Prepared and submitted Annual Tax Returns (SPT Tahunan) for approximately 35 individual and corporate taxpayers with complete supporting documentation and timely filing.

**Accounting Program Study**

**Jakarta, Indonesia**

*ERP Software (SAP) Laboratory Assistant [Certificate]*

Feb – Jun, 2025

- Facilitated SAP laboratory sessions for over 40 accounting students each semester, supporting hands-on ERP learning in accounting and business process modules.
- Provided technical guidance during SAP transaction simulations, ensuring smooth laboratory activities and effective student learning.
- Maintained grading records and evaluated assignments for 40+ students with accurate academic documentation.
- Organized laboratory documentation and administrative records to support efficient class coordination.

**PT Argo Kreasi Pratama**

**Tangerang, Indonesia**

*Account Payable Intern [Certificate]*

Jul, 2024 – Jan, 2025

- Processed accounts payable transactions for 50+ vendors by verifying invoices, matching purchase orders, preparing journal entries, and processing payment documents.
- Recorded and verified over 1,000 financial transactions in Accurate, maintaining accurate accounting records and supporting month-end financial reporting.
- Reviewed vendor invoices and determined applicable withholding taxes (PPh 23 and PPh Final Article 4(2)) prior to payment processing.

- Managed petty cash by recording daily expenditures and reconciling approximately 15 monthly transactions with bank statements and accounting records.

## CERTIFICATION

**Teknisi Akuntansi Ahli** – Credential ID: 69201.3313.5.0000358.2025 **Jakarta, Indonesia**

*[Certificate]*

Issued by Badan Nasional Sertifikasi Profesi (BNSP)

Nov, 2025 – Nov, 2028

**Microsoft Office Specialist: Excel Associate** – Credential ID:

**Jakarta, Indonesia**

UyW8-sFpA *[Certificate]*

Issued by Microsoft

Dec, 2024

**Certified Accurate Professional** – Credential ID:

**Jakarta, Indonesia**

CAP-UTS-AOL/VII-2025/14842 *[Certificate]*

Issued by PT Ultima Tekno Solusindo

Jul, 2025 – Jul, 2028

## ORGANIZATIONAL EXPERIENCE

**Rohis FEB Al-Jihad**

**Jakarta, Indonesia**

*Head of Administration Division [Certificate]*

Feb, 2024 – Jan, 2025

- Coordinated with internal divisions and external stakeholders to manage proposals, accountability reports, and administrative documentation.
- Led the Administration Division in coordinating monthly work plans and monitoring program implementation.
- Managed over 40 official correspondences while maintaining accurate document records.

*Staff of Secretarial Bureau [Certificate]*

Feb, 2023 – Jan, 2024

- Developed a document archiving system that reduced unarchived correspondence by 40%, improving documentation accuracy and administrative efficiency.
- Prepared accountability reports and supporting documentation for organizational programs, ensuring accurate and complete reporting.
- Supported the planning and execution of three organizational events through administrative coordination and documentation.

## SKILLS AND INTERESTS

**Tools** : Microsoft Excel (HLOOKUP/VLOOKUP, SUMIFS, Nested IF, IFERROR, Pivot Tables, Conditional Formatting), Accurate, Coretax, SAP S/4HANA.

**Technical Skills** : Journal Entries & General Ledger, Financial Reporting, Accounts Payable, Account & Bank Reconciliation, Petty Cash Management, Tax Compliance (PPh & VAT).

**Soft Skills** : Analytical Thinking, Attention to Detail, Problem Solving, Time Management, Adaptability, Continuous Learning.