

ALAN FIRMANSYAH



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SUMMARY

A bachelor from Accounting at the University of Mataram who has a high motivation, analysis, and Attention to detail. Having interest in accounting, finance, tax, and audit. I have experience in making financial reports using Accurate, Myob and SAP software, reporting and calculating corporate tax and internal audits. Passionate in analysis financial statements I have experience as an investor in the capital market. I'm highly motivated person, fast learn and always expand experience and knowledge.

EDUCATION

Mataram University, West Nusa Tenggara

2018 – 2023

Bachelor's Degree of Accounting | GPA : 3.18 / 4.00

CERTIFICATION

Ikatan Akuntansi Publik Indonesia

TAX Brivet AB

WORK EXPERIENCE PT

PT JTEKT Indonesia Sales

September 2025-Present

Accounting Staff

- Managed Accounts Payable transactions for 100+ suppliers and processed 300+ supplier invoices.
- Verified invoices, Purchase Orders (PO), receiving documents, and supporting documents before payment processing.
- Prepared supplier payment local and overseas, vouchers, bank payment documents, and maintained payment records.
- Monitored AP aging, payment due dates, and performed supplier statement reconciliation.
- Prepared Purchasing and Inventory Reports, including purchase transactions, COGS, stock movements, and inventory balances.
- Conducted physical stock opname and reconciled physical stock with system records.
- Managed petty cash, including reimbursements, expense verification, recording, and reconciliation.
- Assisted with VAT (PPN) and PPh 23, 4 Ayat 2 calculations and supporting tax documents.
- Supported month-end closing and reconciliation of Account Payable, purchasing, and inventory transactions.
- Maintained and organized accounting records and supporting documents for annual audit purposes.
- Supported annual audit activities by providing invoices, payment records, reconciliations, and other requested documents.

Ohgishi Indonesia

June 2024-September 2026

Tax Staff

January 2025-September 2026

- Manage documents and store company tax data.
- Create reports, control calculations, and report company taxes every month (PPN, 23/26, 21/26, 4(2)).
- Record all tax transactions using SAP software.
- Create SPT, Tax Reconciliation, and SPT Equalisasi with the company's Financial Statements. - Report periodic SPT.
- Prepare tax documents required by Auditors and tax examiners.
- CORETAX Ecosystem Report.

Accounting Staff

June 2024-December 2024

- Receive documents from warehouse conducting through cross-checks to ensure completeness of actual documents such as a Purchase Orders, Delivery Order, and Shipping List.
- Create invoices to consumers and send invoices via email and web consumers.
- Update Excel sheets and input data to SAP System.
- Generate detailed reports on A/R Aging.
- Control and update of Cost of Good Sold (COGS).
- Monthly update of outstanding Account Receivable for PT Ohgishi Indonesia and coordinating with consumers in terms of making payments.
- Update VAT Out, PPN, PPH 22, PPH 23 information and submit to the Tax division.
- Prepare and provide support external audits conducted by KAP.
- Prepare and provide support for monthly financial statements.
- Organize and file Accounts Receivable.

PT KB Finansia Multi Finance**June 2023 – May 2024*****Management Trainee***

- Completed an accelerated leadership management trainee program, gaining valuable skills in team management problem solving, analyses and communication.
- Learn about how Finance Company do Business process and how to get a profit.
- Create an improvement project based on the results of On Job Training in departments Marketing, Credit, Operation, and Collection. Using the Plan, Do, Check, Action method.

PT Bale Solah Lombok Leisure**November 2022 – March 2023*****Accounting Bookkeeper***

- Prepared monthly financial reports and budgets.
- Summarized and estimated monthly budgets for 3 divisions; hotel, bar, and restaurant.
- Created more than 100 reports on petty cash, credit-debit, analysis of income, and business needs.
- Checked and reviewed more than 50 documents in the form of restaurant revenue, kitchen stock inventory, and divisions need.
- Responsible for tax reporting.
- Negotiated with more than 30 suppliers related to purchasing staff.
- Created accounting system such as inventory card.

PT Phillip Sekuritas Indonesia**November 2021 – August 2022*****Internship Galeri Investment Representative***

- Facilitated university students for creating investment account.
- Managed to maintain the relationship with company's costumers.
- Created 25+ reports related to customer development, transaction amount, and capital market events.
- Responsible as a liaison between PT Phillip Sekuritas Indonesia and KSPM Universitas Mataram.
- Built university students' enthusiasm by providing educational capital market program such as seminars and courses.

ORGANIZATIONAL EXPERIENCE**Kelompok Studi Pasar Modal Universitas Mataram****January 2021 – December 2021*****Chairman***

- Coordinate with 5 departments and 100+ staff.
- Responsible for 5+ organization events.
- Arranged Stock Trading Crouse in March 2021 with 150+ participants in total.
- Conducted UNRAM Trading Competition in September 2021.

Ikatan Akuntansi Indonesia Muda Wilayah NTB**January 2021 – December 2021*****Education Staff***

- Responsible for organizing events such as training and seminar for university students and organization members.

ADDITIONAL INFORMATION**Tools:** e-SPT / DJP Online • e-Faktur / e-Bupot • Microsoft Office • Google Workspace • SAP**Technical Skills:** Tax preparation and reporting (PPH 21/22/23/25/4(2)) • Tax accounting • VAT and corporate/individual annual returns • Accounting • Journal entries**Soft Skills:** Detail-oriented • Analytical thinking • Public speaking**Languages:** Bahasa Indonesia (Native) • English (Intermediate)