



Nadiya Nurliani Putri Yuslian

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About

Self-motivated accounting professional with 3 years of experience in accounting operations and financial reporting with great work ethics. Capable of adapting to new role, situations and ways of working in different jobs and industries.

Education

Universitas Trisakti (2019 – 2023)

Bachelor's degree, Accounting – GPA 3.67

Experience

Work Experience

Accounting Staff at PT. Duapuluh Kapital Indonesia (April 2026 - Now)

- Managing and maintaining accurate financial, ensuring all transactions are recorded in compliance with relevant accounting standards and regulations.
- Preparing and reviewing financial statements, including balance sheets, income statements, and cash flow statements.
- Prepare monthly Account Payable (AP) report and Account Receivable (AR) reports for management, including monitor aging and collection status.
- Perform monthly AR reconciliations and assist with month-end closing.
- Prepare and issue customer invoices accurately and on time.
- Record and reconcile incoming payments.
- Monthly Checking of Fixed Asset.
- Follow up with customers regarding overdue invoices and outstanding payments.
- Resolve billing discrepancies by coordinating with customers and internal departments.

Accounting Staff at PT. Primahotel Manajemen Indonesia (November 2023 – Maret 2026)

- Manage The End to End Account Payable (AP) Process and Account Receivable (AR) Process, Including Handling Invoice preparation, Payment Collection, and Account Updates.
- Prepare monthly Account Payable (AP) Aging and Account Receivable (AR) Aging.
- Assiting Team in Reporting, Reconcile, Recording, Data Entry, and Filling.
- Monthly Checking of Fixed Asset.
- Calculate and Prepare The Company Tax Report.
- Helping The Team with Finance and Accounting Documentation.
- Responsible in Mainting Subledgers and Ensuring The Detail Accounting Records are Accurate, Timely, and Properly Recorded.
- Preparing Balance Sheet Account Reconciliation (Including Bank Reconciliation) and Listing and Ensure All Balance Appropriate with Balance in Trial Balance.
- Preparing Journal Entries and Ensure All Transactions Recorded Accurately, Timely and Properly Classified.

Internship Experience

Account Payable Intern at Burger King Indonesia & Popeyes Indonesia (August 2023 – Oktober 2023)

- Processing SAP Request
- Invoice Processing

Intern - Corporate Finance and Internal Accounting at TMF Group Indonesia (February 2023 - May 2023)

- Work with Internal Accountant
- Work with Senior Executive Internal Finance
- Work with Senior Associate Corporate Finance

Finance Departement Intern at Komisi Pemberantasan Korupsi (November 2022 - January 2023)

- Work with Expenditure Treasurer
- Work with Assistant Expenditure Treasurer at Prevention and Monitoring Departement
- Work with PPSPM

Organization & Volunteer Experience

Volunteer at Kepresidenan Mahasiswa Universitas Trisakti (July 2022 - August 2022)

- K4 Division Staff at Pengenalan Kehidupan Kampus Mahasiswa Baru (PKKMB) Project

Volunteer at Badan Eksekutif Mahasiswa FEB Universitas Trisakti (August 2021 – September 2021)

- Group Coordinator at Pengenalan Kehidupan Kampus Mahasiswa Baru (PKKMB) Project

Member of The Field of Scientific Research at Badan Pengurus Himpunan Mahasiswa Jurusan Akuntansi Universitas Trisakti (November 2020 – November 2022)

- Treasurer at Social Action Project
- Fundriser Staff at Visit Company Project
- Documentation Staff at Study Banding Project
- Safety Staff at Seminar Ormawa Project
- Group Coordinator at Dialog Interaktif Project
- Group Coordinator at Diklat Project
- Fundriser Staff at Battle of Accounting Project
- Documentation Staff at Solid Cup Project

Reward

- 2022 : Beasiswa Prestasi Akademik FEB Universitas Trisakti
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Tools & Technologies

- Audit Tools & Linked Archive System (ATLAS)
- Spreadsheet
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word
- Microsoft Access
- Tableau
- Accruate
- Power Pro Hotel System
- SAP

Interpersonal Skills

- Communication
- Marketing
- Negotiation
- Leadership
- Teamwork
- Time Management
- Fast Learning
- Problem Solving

