

NINDY REFLIANA PUTRI

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Tangerang



Professional Summary

Detail-oriented finance professional with over 3 years of hands-on experience in Accounts Receivable (AR) and Accounts Payable (AP). Currently working as a Finance Analyst, I leverage my expertise to enhance financial efficiency, ensure accurate reporting, and support strategic decision making. Proficient in using Excel and SAP to improve efficiency and ensure compliance with internal policies. Driven to create and support workplace initiatives that foster professional growth and personal well being for team members. Committed to delivering timely and reliable financial insights that support business decisions.

Professional Experience

Mengniu Dairy Indonesia (Yoyic) - Jakarta Indonesia

Mar 2024 - Present

Financial Analysis Specialist – FMCG companies in the food and beverage industry

- Processed promotional claims, invoice settlements, and ensured timely customer payments.
- Reduced selling expenses through effective cost management and process optimization.
- Managed full cycle AP/AR operations, including billing, collection, reconciliation, and aging analysis.
- Performed intercompany reconciliations and bank statement matching for accurate financial records.
- Prepared reports for advance payment realizations and monthly AP-AR reconciliations.
- Supported month-end closing activities and contributed to financial report preparation.
- Utilized SAP for transaction processing, reporting, and documentation management.
- Collaborated with internal departments and external customers to resolve 300+ claim issues efficiently.
- Maintained organized financial records and ensured audit readiness through proper document archiving.

Mediate Indonesia (MNC Group) – Jakarta Indonesia

Finance Intern – Advertising agency

Feb 2023 - Apr 2023

Finance Staff – Advertising agency

May 2023 - Mar 2024

- Oversaw billing and tax processes to ensure accurate financial operations and regulatory compliance.
- Accounts Payable: Prepared AP journal entries and vouchers for submission to the Treasury team.
- Accounts Receivable: Issued invoices and receipts, created invoice recap and tracking, and cross-checked data in the SYSAD system.
- Tax: Prepared and reported withholding taxes (PPh 21, PPh 23, and Article 4(2)) through the DJP Online system, including compiling VAT out recapitulations and inputting tax invoices into the e-Faktur system in compliance with prevailing tax regulations.
- Administration: Archived all documents and invoices in the Job File for better organization.

PT Indofarma (Persero), Tbk - Bekasi Indonesia

Oct 2021 - Mar 2022

Finance Intern – Pharmaceutical company (BUMN)

- Accounting: Conducted bank reconciliations.
- Tax: Prepared Withholding tax Article 22 and entered data into SAP for tax documentation.
- Gained knowledge of taxation regulations, reconciliation processes, and tax applications such as e-Faktur, e-Bupot, and e-SPT.
- AR Collection: Followed up on invoice administration issues, coordinated with related departments and compiled payment recaps for vendors, and cross-checked them with bank reports.

Education

Universitas Trisakti - Jakarta, Indonesia

Aug 2018 - Aug 2022

Bachelor's Degree in Finance,

GPA : 3,52/4,00

- Honors: *Cum Laude*
- Relevant coursework: Financial Planning, Tax Withholding, Trade Financing, Investment and Portfolio Analysis.

SMAN 17 Kabupaten Tangerang -Tangerang, Indonesia

Jul 2015 – May 2018

Skills

- **Soft Skills** : Analytical thinking, attention to details, problem solving, initiative, time management, business communication, adaptability integrity and ethics, teamwork & collaboration.
- **Technical Skills** :
Microsoft excel : VLOOKUP, HLOOKUP, IF Formulas, PivotTables, Financial Summarize
ERP : SAP, SYSAD

Organizational, Committee and Volunteer Experience

Himpunan Mahasiswa BPHMJD_IV Keuangan - Jakarta, Indonesia

Jan 2021 – Feb 2022

Staff of Division II – Community Empowerment & Development (P3M)

- Volunteer – "D-IV Mengajar 3.0" (2019, Serang Village): Participated in an outreach program to promote equal access to education.
- Treasurer – "D-IV Mengajar 5.0" (2021, Jakarta): Managed event budgeting and financial planning
- Head of Documentation Division: Responsible for documenting events & social media
- Contributed to the 2019 Student Orientation Program, enhancing team collaboration and leadership abilities.
- Coordinated team members to achieve division goals and supported other divisions when additional committee members were needed.

Certification & Licenses

- **Certification:** Intermediate Excel Training for Employees & Job Seekers
- **License:** Brevet A & B Certification & Regional Tax and Retribution Technician – PT Trainindo Service International