

Aditya Dwi Prayoga



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About

I'm a graduate student of the Finance and Sharia Banking study program of Accounting at the Jakarta State Polytechnic. Currently, my role is Assistant Head of Accounting and Tax Manager at PT Rajawali International Group. but i have interests and aspirations in tax, risk management, digital audit, assurance, data processing, administration, marketing and business management. I can work in a team, be confident, adaptif, work hard, be efficient, careful and communicative.

Work Experience

Latis Education (Freelance)

July 2021 - Oct 2024

Tutor

- Making elementary school children's material
- Discuss the less understood practice for students
- Targeting for each student can add his knowledge to every teaching schedule
- Targeting for student grades continues to increase every semester
- Identify where the child's weaknesses lie (e.g. difficulty with multiplication, or difficulty reading).
- Adjust the teaching method, whether the child understands more quickly through visual (pictures/videos), auditory (verbal explanations), or kinesthetic (practice/games).
- Use creative teaching techniques (such as educational games) so that children don't get bored quickly.

Bank Syariah Indonesia (Internship)

Dec 2022 - Mar 2023

Operational Staff

- Checking the completeness of customer files for financing applications (KPR, Gold Pawn, or Business Capital).
- Assist Customer Service or Tellers if there are technical problems with the transaction system or account opening.
- Manage the filling of collateral documents and financing files so that they are safe and easy to find during audits.
- Manage the availability of savings books, ATM cards, customer forms, and office stationery (ATK).
- Conduct routine preparation of customer bank statements and ensure that the balance between the system and physical (if any) is correct.
- Complete Whatsapp Blasting bsi products to customers every day.

Kantor Akuntan Publik MGN&Rekan (Contract)

Oct 2024 - Marc 2025

Junior Auditor

Handling Clients :

- Checking the correspondence between the records in the financial statements and the source documents (such as invoices, receipts, or contracts).
 - Conduct a physical count of inventory in the warehouse or physical cash (cash count) to ensure the amount matches that reported.
 - Create supporting accounts that will form the basis of the figures in the Audited Financial Report.
 - Follow the transaction flow from start to finish (e.g. from purchase order to payment) to understand whether the client's internal systems are running correctly.
 - Ensure that clients comply with applicable accounting standards (PSAK/ISAK) and tax regulations.
- PT Yusen Logistic Solutions Indonesia Tbk
 - PT CLS System
 - PT Verona Indah Pictures Tbk
 - PT ACE Old elds Tbk
 - PT Benteng Api Technic Tbk
 - PT Dinamika Usaha Tbk

PT Nusa Karya Arindo (Contract)

Apr 2025 - Apr 2026

Reporting Officer

- Compile daily, weekly, and monthly reports related to operational or financial performance.
- Create data visualizations using graphs or tables to make complex information easier for directors and management PT Antam Tbk to understand (using Excel software)

- Monitor whether the company's achievements are in accordance with the targets set at the beginning of the year.
- Provides early warning if there are any unusual figures or targets that are far from expectations.
- Collecting data input from various divisions (e.g. combining data from Sales, Marketing, and Finance teams).
- Confirm with the relevant team if you find data that appears inaccurate or requires further explanation.
- Conduct a review of cost budgeting, cost accounting, and cost reports on overrun costs.
- Compare current period data with previous periods (e.g. Year-on-Year or Month-to-Month) to see performance growth or decline.

PT Rajawali International Group (Contract)

May 2026 – Now

Ass Head Accounting and Tax Manager

- Lead the monthly and annual closing cycles and ensure the accuracy of General Ledger postings.
- Prepare draft Financial Statements (Balance Sheet, Income Statement, Cash Flow) along with operational variance analysis.
- Supervise fixed asset capitalization, depreciation schedules, inventory accounting, and Cost of Goods Sold (COGS).
- Verify withholding tax classifications on vendor transactions (PPh 21, 22, 23, 4(2), and PPh 26).
- Manage core tax operations, including electronic withholding certificates (e-Bupot Unifikasi) and Taxpayer Account Management (TAM) deposit ledgers.
- Oversee Input VAT vs. Output VAT reconciliations prior to filing monthly VAT returns.
- Perform periodic tax reconciliations between Income Statement accounts (Salaries, Professional Fees, Sales) and Taxable Bases (DPP) to minimize tax exposure and prevent official inquiries (SP2DK).
- Prepare draft Tax Adjustments (Deductible vs. Non-Deductible Expenses) for the Annual Corporate Income Tax Return.
- Enforce strict invoice verification processes (3-way matching: PO, Goods Receipt/BAST, and Invoice/Tax Invoice).
- Serve as the primary Person-in-Charge (PIC) for External Auditors (KAP) and assist during Tax Audits.

Education

State Polytechnic Jakarta IPK (3,45/4)

Sept 2019 – July 2023

Accounting (D4 - S. Tr. Management)

Management Principles | Introduction to Islamic Economics | Islamic Finance Institutions Business English | Islamic Microeconomics | Business Statistics | Analysis of Financial Statements Islamic Macroeconomics | Analysis of Financing | Islamic Insurance | Computer Accounting Taxation | Management Information System | Islamic Bank Budgeting | Islamic Bank Audit

Hard Skills

- SAP (ERP System)
- Tax preparation
- Audit
- Data Analyst
- Microsoft Office (Word, Excel, Access, Power Point)

Soft Skills

- Problem Solving
- Leadership
- Critical Thinking
- Public Speaking
- Adaptability

Certified

- Accurate Online
- TOEFL ITP (520)
- IT Audit