



Nurfisaumi Wachidatul Ula

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PROFILE

D4 Tax Accounting graduate from Diponegoro University with professional experience in finance, taxation, administration, and document management. Currently working at PT Harmony Packaging Indonesia, with previous experience as a Finance Staff at PT BSN Technologies Indonesia and a PIC Staff at Kantor Notaris PPAT Herumansyah Denny Dwiyono. Experienced in financial reconciliation, tax administration, invoice processing, tax invoice management, and import document administration. Familiar with Indonesian tax compliance processes and experienced in using Coretax, e-Faktur, e-SPT, ERP, and Microsoft Office. Detail-oriented, analytical, adaptable, and able to work independently or collaboratively while meeting deadlines.

WORK EXPERIENCE

PT. Harmony Packaging Indonesia

Finance and Tax Staff

Des 2025 – Present

- Issue up to 23 output tax invoices, invoices, and receipts using Coretax and Microsoft Excel.
- Manage input tax invoices, PPh Article 23 recapitulation, and import VAT administration.
- Perform reconciliations between invoices, output tax invoices, and input tax invoices.
- Prepare import document administration, including PIB and SPPB, as well as supporting documents for red-channel import procedures, such as NPD SBL attachments, packing lists, purchase orders, and sales contracts.
- Coordinate with tax consultants regarding tax compliance matters.
- Prepare monthly bank reconciliation reports.
- Perform monthly petty cash reconciliation.
- Issue output tax invoices for Bonded Zones and Special Economic Zones (KEK).
- Prepare vendor payment plans.
- Monitor customer receivables.

PT. BSN Technologies Indonesia

Finance Staff – Internship

Okt 2025 – Nov 2025

- Prepare 5–10 invoices and packing lists based on customer orders.
- Manage invoice documentation for distribution and delivery processes.
- Perform invoice document reconciliation and organize records based on reporting periods.
- Scan customer receipt documents and upload them into the ERP system.

Kantor Notaris PPAT Herumansyah Denny Dwiyono

PIC Staff

Sept 2025 – Okt 2025

- Manage and classify fiduciary documents according to their respective regions.
- Prepare and upload fiduciary deeds to the website of a financial-sector partner.
- Maintain and organize fiduciary documents in a systematic and well-structured manner.

EDUCATION

Diponegoro University

Diploma (D4) Tax Accounting

2021 – 2025

- GPA: 3.78 / 4.00

ADDITIONAL INFORMATION

Soft Skills : Tax Administration, Tax Invoice Management, Invoice Reconciliation, Bank Reconciliation, Petty Cash Reconciliation, Import Documentation, PIB, SPPB.
Software : Microsoft Office (Word, Excel, PowerPoint), Coretax, e-Faktur, e-SPT, ERP.
Bahasa : Indonesian (Native), English (Professional Working Proficiency)

CERTIFICATION

Tax Training Center – Brevet A&B

Certified Tax Technician – CTT

ETS – TOEFL ITP (Score 450)

