



AZELYA NUR FADHILAH

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Jakarta, Indonesia

Finance & Accounting Staff with 1+ year of experience in accounting operations, financial reporting, and tax compliance. Detail-oriented in handling financial data, ensuring accuracy, and meeting reporting deadlines. Highly adaptable, a fast learner, and committed to making meaningful contributions with a strong sense of responsibility in every opportunity.

WORK EXPERIENCE

PT Jasa Guna Cemerlang Oct 2025 - Present

Finance & Accounting Staff

- Prepared monthly financial reports to submission for management, ensuring accuracy and timely completion.
- Recorded financial transactions in the ERP system through journal entries, ensuring accurate classification of financial data.
- Performed monthly bank reconciliations for 4 bank accounts to ensure complete and accurate financial records.
- Processed monthly tax administration, including the reporting and payment of WHT 21, 23, 4(2), and VAT through Coretax.
- Managed Accounts Receivable for an average of 15 clients by issuing invoices, verifying approved supporting documents, and ensuring timely billing.
- Processed Accounts Payable by verifying vendor invoices and supporting documents to ensure billing accuracy and complete documentation before payment.
- Organized and archived financial documentation to support internal and external audit activities

PT Telkom Akses Jun 2024 - Aug 2024

Finance Intern

- Verified 1,000+ petty cash documents to ensure data accuracy and completeness.
- Recorded and archived petty cash transactions in Google Sheets, ensuring organized and accessible financial records.
- Prepared Request for Payment document for operational petty cash disbursement.
- Organized and maintained financial documentation to support internal and external audit activities.

EDUCATION

Telkom University - Bandung, Jawa Barat Aug 2021 - Jul 2025

Bachelor of Accounting, 3.76/4.00

- Accounting & Audit Teaching Assistant (2023–2024): Guided 40+ students in financial accounting cycle practices and audit simulations. Reviewed assignments and provided feedback to enhance students' technical understanding.
- Relevant Course: Business Accounting, ERP SAP Practice, Financial Statement Analysis, Taxation.

CERTIFICATION AND SKILLS

- **Certified** (2024): Junior Accounting Technician Certification - Badan Nasional Sertifikasi Profesi (BNSP)
- **Hard Skills:** Microsoft Excel, Microsoft Word, SOFI XP, Coretax, Financial Reporting, WHT & VAT Tax Reporting, Journal Entries, Bank Reconciliation, Accounts Receivable (AR), Accounts Payable (AP)
- **Soft Skills:** Teamwork, Communication, Attention to Detail, Time Management, Adaptability