

ANDRY FERDINAND DITO

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SUMMARY

Accounting graduate from Universitas Gunadarma with a GPA of 3.31/4.00 and experience in taxation, finance-related administration, digital business operations, reporting, and stakeholder coordination. Experienced in assisting more than 100 taxpayers with annual tax reporting through e-Filing and e-Form, preparing e-Billing, and handling NTPN reporting. Also experienced in digital business development and transaction monitoring at PT Tirta Investama. Proficient in Microsoft Office, Zahir, MYOB, Accurate, Microsoft Visual Basic, and digital administration tools. Strong analytical, communication, teamwork, problem-solving, and organizational skills.

EXPERIENCE

PT. Tirta Investama – Jakarta Timur

December 2021 – December 2022

Digital Business Development | Contract Employee

- Managed and developed digital business programs for the Aqua Home Service (AHS) segment.
- Developed customer strategies to increase product orders through the official Aqua Home Service WhatsApp channel and digital payment methods.
- Coordinated with distributor supervisors across 3 areas: East Jakarta, Cimanggis, and Cibubur to ensure effective program implementation.
- Monitored business performance and supported the achievement of targeted sales and digital transaction objectives.
- Built and maintained long-term relationships with outlets, distributors, and management to support business growth.
- Prepared and monitored business activities and identified opportunities to improve digital ordering and payment adoption.

PT. Tirta Investama – Jakarta Timur

March 2021 – March 2021

Digital Business Development | Internship

- Supported digital program operations involving principals, distributors, and merchants.
- Acquired and monitored Aqua Home Service (AHS) merchants for digital payment adoption through LinkAja.
- Collected, monitored, and reported online transaction data from distributors and merchants.
- Coordinated with internal and external stakeholders to support daily digital business operations.
- Registered and assisted Aqua Home Service (AHS) merchants in managing Google Business Profiles to support digital marketing and business growth. customer strategies to increase product orders through the official Aqua Home Service WhatsApp channel and digital payment methods.

KPP Pratama Jakarta Pasar Rebo – Jakarta Timur

June 2017

Tax Pajak | Internship

- Assisted more than 100 taxpayers in preparing information and documentation for annual tax reporting.
- Supported annual PPh 21 reporting through e-Filing and e-Form, including Forms 1770SS, 1770S, and 1770.
- Prepared e-Billing for taxpayers with tax underpayments and assisted with the payment process through banks.
- Assisted taxpayers with NTPN reporting to identify tax underpayments or overpayments.
- Supported annual tax reporting for tax years 2014 - 2019 while coordinating with Directorate General of Taxes staff.

EDUCATION

Universitas Gunadarma – Bekasi, Indonesia

June 2015 – September 2020

Bachelor of Accounting | Cumulative GPA: 3.31/4.00

LANGUAGES

- Bahasa Indonesia – Native
- English – Intermediate

TECHNICAL SKILLS

Accounting & Finance: Zahir, MYOB, Accurate, Microsoft Excel

Taxation: e-Filing, e-Form, e-Billing, NTPN, PPh

Office & Administration: Microsoft Word, Microsoft PowerPoint, Microsoft Office, Microsoft Visual Basic, Google Business Profile, LinkAja

CERTIFICATIONS & COURSES

- Zahir User Certified
- Personal Income Tax
- Entrepreneurship