

Puput Puji Lestari

puputpujilstr@gmail.com | +6285780985625 | Karawang, Indonesia

21 Mei 1999

Bachelor's degree in Accounting with more than 4 years of experience in finance and accounting roles. Experienced in accounts receivable management, journal entries, bank reconciliation, month-end closing, and financial reporting. Proficient in ERP and Accurate accounting systems, with strong attention to detail in maintaining accurate financial records and supporting daily accounting operations. Committed to continuous learning, maintaining high standards of accuracy and integrity, and contributing to the efficiency and effectiveness of financial operations while supporting organizational goals and business growth.

WORK EXPERIENCE

Accounting Staff, PT Tunas Harapan Medika

(July 2025 – July 2026)

- Verified and maintained the accuracy of the Chart of Accounts (COA) in the ERP system, ensuring proper account mapping and compliance with company accounting policies.
- Prepared and posted general journal entries, including accruals, adjustments, and reclassification entries to ensure accurate financial records.
- Performed bank reconciliations on a regular basis and investigated discrepancies between bank statements and accounting records.
- Reviewed and monitored General Ledger (GL) account balances to ensure data accuracy and completeness.
- Managed the company's fixed assets, including asset registration, capitalization, disposal, and monthly depreciation calculations in accordance with accounting standards.
- Assisted in the month-end and year-end closing process, ensuring timely and accurate completion of all accounting activities.
- Prepared monthly financial reports, including Balance Sheet, Income Statement, and supporting schedules for management review.
- Coordinated with other departments to collect and verify financial data required for reporting and budgeting purposes.
- Monitored and maintained supporting documents for accounting transactions to ensure compliance with internal controls and audit requirements.
- Assisted in the preparation of documents and schedules required for external audits.

Accounting Staff, PT Usaha Kita Sukses Mandiri

(January 2024 – July 2025)

- Prepared and recorded daily journal entries for sales transactions, purchases, operational expenses, and other financial activities in accordance with company policies and accounting standards.
- Performed monthly closing activities, including account reconciliations, accruals, adjustment entries, and verification of financial transactions to ensure the accuracy and completeness of accounting records.
- Managed General Ledger (GL) accounts by reviewing account balances, investigating discrepancies, and ensuring proper account classification.
- Recorded and maintained fixed asset transactions, including asset acquisitions, disposals, and depreciation schedules.
- Calculated and amortized prepaid expenses, such as insurance and rental expenses, while maintaining supporting schedules and documentation.
- Conducted periodic physical stock opname and reconciled inventory records with physical stock counts to ensure inventory accuracy and identify discrepancies.
- Assisted in monitoring inventory movements, including incoming and outgoing goods, and coordinated with warehouse personnel to maintain accurate inventory records.
- Monitored and managed all necessary financial and accounting administration, ensuring proper filing and maintenance of supporting documents for audit and compliance purposes.
- Prepared monthly financial records and reports, including Balance Sheet, Income Statement, and other supporting schedules for management review.
- Performed bank reconciliations and monitored cash transactions to ensure consistency between bank statements and accounting records.
- Collaborated with other departments, including sales, purchasing, and warehouse teams, to ensure the accuracy of financial transactions and improve operational efficiency.

Finance Staff, PT Usaha Sukses Kita Mandiri

(April 2022 – January 2024)

- Prepared and maintained Accounts Receivable (AR) reports and aging schedules to monitor outstanding balances and ensure timely collection of customer payments.
- Managed invoice preparation and distribution, ensuring the accuracy and completeness of invoices issued to customers.
- Monitored collection status for more than 50 customer accounts, following up on overdue invoices and coordinating with customers to resolve payment issues.
- Performed regular follow-ups on outstanding receivables through phone calls, emails, and direct communication to minimize overdue accounts and improve cash flow.
- Reconciled customer accounts and investigated discrepancies between customer balances, invoices, and payments to ensure accurate AR records.
- Recorded customer receipts and allocated payments accurately in the accounting system, ensuring timely updates of customer balances.
- Prepared daily, weekly, and monthly receivable recapitulation reports for management review and decision-making purposes.
- Managed and reconciled petty cash transactions, including recording cash disbursements, verifying supporting documents, and preparing petty cash reports.
- Verified and ensured that all operational cash transactions were properly recorded, authorized, and supported by complete documentation in accordance with company policies.
- Prepared weekly fund request reports and cash requirement analyses for submission to the Head Office to support operational activities.
- Assisted in monitoring company cash flow by tracking receivables, cash collections, and operational expenses.
- Coordinated with the Sales, Warehouse, and Accounting departments to ensure the accuracy of sales transactions, customer payments, and financial records.
- Maintained organized filing systems for invoices, receipts, and other financial documents to support internal controls and audit requirements.
- Assisted in month-end closing activities related to accounts receivable, including account reconciliations and preparation of supporting schedules.
- Supported internal and external audit processes by preparing required financial data and ensuring the completeness of supporting documents.
- Ensured compliance with company policies, accounting procedures, and internal control standards in all finance and receivable activities.

EDUCATION

Bachelor of Accounting, Singaperbangsa University of Karawang

(2017 – 2021)

GPA: 3.73

Science Major, SMA Negeri 1 Cikampek

(2014 – 2017)

ORGANIZATIONAL & COMMUNITY EXPERIENCE

Event Committee Member (2020)

Workshop on Pandemic Mitigation Literacy Understanding, Faculty of Economics, Singaperbangsa University Karawang

- Assisted in planning and organizing a workshop focused on COVID-19 pandemic mitigation literacy for students and participants.
- Coordinated event logistics, including venue preparation, participant registration, and distribution of event materials.
- Communicated with committee members and speakers to ensure smooth event execution and adherence to the event schedule.
- Supported administrative tasks, including attendance tracking, documentation, and report preparation.
- Contributed to problem-solving during the event to ensure activities were carried out effectively and efficiently.

Community Service Team Member (2020)

Singaperbangsa University Karawang – Talagasari Village

- Participated in a community service project supporting Micro, Small, and Medium Enterprises (MSMEs/UMKM).
- Assisted in community development initiatives aimed at improving business knowledge and local economic empowerment.

Karya Ilmah Remaja (KIR)

Vice Secretary (2016)

- Assisted the Secretary in managing administrative activities and ensuring the smooth execution of organizational operations.
- Recorded and documented meeting attendance, agendas, and minutes of meetings accurately and systematically.
- Coordinated the preparation, distribution, and filing of meeting materials, reports, and official correspondence.
- Maintained and organized organizational documents, ensuring proper archiving and easy retrieval of important records.
- Assisted in planning and organizing scientific events, seminars, and competitions conducted by the organization.
- Coordinated communication among members and committees to ensure effective information sharing and timely completion of tasks.
- Monitored administrative schedules and supported the implementation of organizational activities according to established timelines.

AWARDS

Top Student Achievement (2021)

- Graduated with Cum Laude honors and achieved a GPA of 3.73/4.00.

Research Publication Achievement

- Obtained a Letter of Acceptance (LoA) for a research article in the Jurnal Akuntansi dan Keuangan Journal Competition.
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TRAINING AND COURSES

Fundamental Akuntansi (2021)

- Held by Kelas.work

Intermediate Level Excel Training For Employees & Jobseekers (2021)

- Held by Seratus ilmu (Training & Workshop)
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SKILLS

Soft Skills:

- Attention to Detail
- Time Management
- Teamwork & Collaboration
- Integrity & Professionalism
- Adaptability
- Ability to Work Under Pressure

Hard Skills:

- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word
- Financial Reporting
- ERP System
- Accurate System