

ADRA ASLAIMI

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PROFILE

Fresh graduate in Accounting from Universitas Airlangga with 4 months of hands-on internship experience in finance, accounting, and taxation at Jababeka & Co. Involved in day-to-day accounting operations including transaction recording, journal entry, and general ledger preparation. Participated in tax invoice preparation, monthly tax reporting and ensuring compliance with applicable tax regulations. Proven ability to maintain documents and support internal audit activities. Detail oriented and results oriented, with a strong commitment to delivering accurate and reliable financial records.

EDUCATION

Bachelor in Accounting, Universitas Airlangga

2021 - 2025

- GPA: 3.29/4.00

PROFESSIONAL EXPERIENCES

Finance, Accounting, and Tax Intern, Jababeka & Co

Sep 2024 - Dec 2024

- Organized and maintained financial documents including invoices, receipts, and proof of payment in a structured filing system to ensuring accessibility and completeness of records
- Recorded and entered daily financial transactions into the accounting software, ensuring data accuracy and completeness across all entries
- Processed and posted journal entries for operational transactions in accordance with applicable accounting standards
- Prepared general ledger by classifying and grouping transactions according to their respective accounts for each accounting period
- Prepared tax invoices in compliance with applicable tax regulations
- Handled monthly VAT and income tax reporting, ensuring timely submission and full regulatory compliance
- Assisted the Internal Auditor during internal audit cycles by preparing and compiling required supporting documentation
- Performed vouching on AP/AR reports by cross-checking physical source documents against system records to verify transaction accuracy
- Performed recapitulation of AP/AR reports to ensuring completeness and consistency of accounts payable and receivable data
- Performed stock opname of office warehouse inventory, verifying physical stock counts against recorded inventory data to identify discrepancies

SKILLS

Software:

- Microsoft Word (Report & document writing)
- Microsoft Excel (Data entry & basic formula operations)
- Microsoft PowerPoint (Presentation deck creation)

Language:

- Bahasa Indonesia (Native)
- English (Intermediate)