

RISMA ASRI

ACCOUNTING OFFICER

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PROFESSIONAL SUMMARY

Accounting professional with expertise in SAP ERP and SAP Business Warehouse to streamline transaction processing and reporting. Skilled in account reconciliation, audit preparation, and data entry to ensure accuracy and compliance. Focused on enhancing financial operations and supporting organizational growth through efficient accounting systems.

WORK EXPERIENCE

Junior Auditor Intern, KAP Junaedi, Chairul dan Rekan

February 2023 - June 2023

- Collected and verified supporting documentation during audit fieldwork, enhancing procedural compliance and expediting client report finalization.
- Analyzed audit documentation to verify compliance with regulatory standards, supporting enhanced process reliability and reducing risk exposure during financial reviews.
- Inspected client financial workflows to identify inefficiencies, supporting process improvements that enhanced audit timeliness and reduced operational delays.
- Inputting client transactions data into the accounting system

Tax Intern, PT Pupuk Indonesia (Persero)

September 2023 - January 2024

- Performed monthly recapitulation and verification of corporate taxes, including PPh 21, PPh 22, PPh 23, and PPh 26, ensuring accuracy and compliance with tax regulations.
- Collected, organized, and maintained company tax documentation to support proper record-keeping and audit readiness.
- Processed and submitted tax payment receipts and tax withholding certificates in accordance with regulatory requirements.
- Retrieved and compiled taxation data from SAP ERP to support tax reporting and reconciliation processes.

Accounting Intern, PT Amarta Mikro Fintek

October 2024 - November 2024

- Performed reconciliation of bank statements to ensure accuracy between bank records and internal financial data.
- Conducted reclassification of bank statement transactions to maintain proper financial recording and reporting.
- Prepared and maintained bank statement closing documentation for monthly financial closing processes.
- Monitored and evaluated teller cash transactions to ensure accuracy and compliance with internal procedures.

Accounting Officer, PT Indomarco Adi Prima (Indofood Group)

November 2024 - Present

- Set and maintained selling prices for products distributed to company branches to ensure pricing accuracy and consistency.
- Managed purchase price settings for products sourced from principal suppliers.
- Determined and updated product subsidies and discount for both distribution to branches and purchases from suppliers.
- Prepared monthly company purchase reports to support financial monitoring and decision-making.
- Generated monthly sales reports by supplier to analyze product performance and support business evaluation.

EDUCATION

Bachelor of Accounting, Bina Nusantara University

- Graduated: November 2024

Graduated with GPA 3.71 from the Bina Nusantara University. Completed academic projects and case studies related to accounting practices and financial data analysis.

SKILLS

Software and Tools :

- SAP
- SAP Business Warehouse
- Excel (Pivot Table, Vlookup, dll)
- Accurate

Technical Skills

- Accounts Payable & Receivable
- Audit Support
- Financial Reporting
- Data Analysis

Soft Skills

- Attention to Detail
- Time Management
- Analytical Thinking
- Communication & Teamwork
- Problem Solving