



Sunarsih

Supervisor Finance • Senior Accounting Officer • Staff Accounting

sunarsiih@yahoo.co.id | [+62-8159-4100-23](tel:+62-8159-4100-23) | South Jakarta

<https://www.linkedin.com/in//asih-sunarsih>

PROFILE

A finance and accounting professional with over 15 years of experience across industries, including outsourcing, mining, interior design, and tax services. Throughout my career, I've managed end-to-end accounts receivable, financial reconciliation, VAT reporting, and corporate budgeting (RKAB). My expertise includes financial data analysis, invoice resolution, a solid understanding of the chart of accounts, and Indonesian taxation. I am proficient in using tools such as Microsoft Excel (advanced), ERP Systems, Fact Land, and FAS, enabling me to deliver accurate and efficient financial operations.

PROFESSIONAL EXPERIENCES

PT. OS Selnajaya Indonesia

Jul 2022 - Oct 2025

Supervisor Finance (Accounts Receivable)

One of the international outsourcing company in Jakarta.

- Verified the accuracy of client invoices prepared by the AR team, based on subcontract proposals submitted by business unit administrators, using internal ERP and Microsoft Excel.
- Analyzed customer payments by matching invoice data, ensuring correct allocations and resolving discrepancies through Outlook and direct coordination with the accounting team.
- Collaborated with accounting to maintain up-to-date and balanced financial records.
- Prepared weekly revenue reports for consulting clients using dynamic Excel reports and communicated results to stakeholders.
- Conducted monthly VAT output reviews to ensure proper tax calculation based on issued invoices, aligning with Indonesian VAT regulations.

PT. Kaltim Jaya Bara

Jan 2017 - Feb 2022

Senior Accounting

Coal Mining Company that operating in East Kalimantan.

- Validated invoices received from vendors to ensure completeness and compliance with contractual attachments.
- Resolved invoice issues both externally (vendors) and internally (field operations) and ensured correct journal entries by junior accountants based on Chart of Accounts.
- Reviewed monthly bank reconciliations, matching balances using bank statements and ERP mining systems.
- Prepared and developed the annual Work Plan and Budget (RKAB) for submission to the Ministry of Energy and Mineral Resources (ESDM) in accordance with applicable regulations.

- Performed account reconciliation (AR/AP), fixed asset depreciation, and adjustment journal entries.
- Calculated monthly accruals and determined diesel fuel pricing for contractors as a base for invoice deductions.

PT. Griya Intertindo Abadi

Jul 2011 - Dec 2016

Accounting Staff

A Company that engaged in the field of interior support, including wallcovering, carpet, curtain, flooring, and fabrics.

- Processed and entered financial transactions into Fact Land, and supported internal financial reporting through data consolidation and analysis from the general ledger.
- Conducted cash and petty cash reconciliations, and managed fixed asset depreciation schedules using FAS (Fixed Asset System) to ensure accurate journal entries.

PT. Mitra Pajakku

Jun 2010 - Feb 2011

Support Staff - Tax Division

- Installed and configured e-SPT and e-Filing applications, while providing technical guidance on software and digital certificate setup to clients.
- Addressed client complaints and system errors through phone support and direct troubleshooting.

PT. Nokia Siemens Network

May 2008 - Jan 2009

Administration Staff

- Managed administrative correspondence, verified document completeness, and ensured organized records for company operations.
- Entered employee and project data into the internal company database following corporate documentation standards.

EDUCATION

Universitas Persada YAI

2003 - 2007

Jakarta, Indonesia

Bachelor's degree of Accounting

LICENSES AND CERTIFICATION

- **Financial Engineering: Strategi Meningkatkan Performa Keuangan Perusahaan melalui Kebijakan Akuntansi - Accounting Hack** **2023**
- **Finance for Entrepreneur- Pakar Workshop** **2019**
- **Training First Line Leader - Prasetya Mulya Executive Learning Institute** **2018**
- **Brevet Tax AB - YAI Training and Learning Center** **2010**
- **Accounting & Tax Fast Track Batch 6 - Talentiv Academy** **2026**
- **Webinar Kupas Tuntas PMK 44 Tahun 2026 - Makui Tax Institute** **2026**

SKILLS

Account Receivable Management
VAT & Tax Reporting
Financial Statement Analysis
FAS (Fixed Asset System)
Journal Entry & Adjustment

Invoice Verification
Budgeting (RKAB)
e-SPT DJP & e-Filling
Analytical Thinking

UNIVERSITAS PERSADA INDONESIA Y.A.I
 Fakultas : EKONOMI
 Program Studi : STRATA SATU (S-1)
 Jurusan : AKUNTANSI
 Status : TERAKREDITASI

DAFTAR PRESTASI AKADEMIK MAHASISWA

Nama Mahasiswa : SUNARSIH
 Tempat, Tanggal Lahir : JAKARTA, 30 Oktober 1984
 Nomor Pokok : 0314190198
 N.P.M / N.I.R.M : 20033120340350197

Halaman : 1

No.	Kode MK	Nama Mata Kuliah	Prestasi				Ket.
			HM	AM	K	M	
1.	1	PENDIDIKAN AGAMA	A	4	2	8	
2.	2	PENDIDIKAN PANCASILA	B	3	2	6	
3.	3	PEND. KEWARGANEGARAAN/KEWIRAAN	B	3	2	6	
4.	5	ILMU BUDAYA DASAR	B	3	2	6	
5.	25	BAHASA INGGRIS I	B	3	2	6	
6.	26	BAHASA INGGRIS II	B	2	2	4	
7.	27	BAHASA INDONESIA	B	3	2	6	
8.	107	BAHASA INGGRIS III	B	3	2	6	
9.	12	PENGANTAR AKUNTANSI I	C	2	3	6	
10.	7	PENGANTAR EKONOMI MAKRO	B	3	3	9	
11.	111	TEORI EKONOMI MIKRO	C	2	2	4	*
12.	112	TEORI EKONOMI MAKRO	C	2	2	4	
13.	11	PENGANTAR MANAJEMEN	B	3	3	9	
14.	10	PENGANTAR BISNIS	C	2	3	6	
15.	13	PENGANTAR AKUNTANSI II	B	3	3	9	*
16.	6	PENGANTAR EKONOMI MIKRO	A	4	3	12	
17.	14	PENGANTAR EKONOMI PEMBANGUNAN	A	4	2	8	
18.	118	PEREKONOMIAN INDONESIA	C	2	2	4	
19.	119	MANAJEMEN KOPERASI	B	3	2	6	
20.	67	SOSIOLOGI DAN POLITIK	A	4	2	8	
21.	16	ASPEK HUKUM DALAM EKONOMI	B	3	2	6	
22.	124	STATISTIK BISNIS I	B	3	2	6	*
23.	125	STATISTIK BISNIS II	C	2	2	4	
24.	24	METODE PENELITIAN	C	2	3	6	
25.	66	PENGANTAR APLIKASI KOMPUTER	B	3	2	6	
26.	130	PENGANTAR MANAJEMEN KEUANGAN	C	2	2	4	
27.	131	MANAJEMEN KEUANGAN	C	2	2	4	*
28.	132	PENGANTAR MANAJEMEN PEMASARAN	C	2	2	4	
29.	133	MANAJEMEN PEMASARAN	B	3	2	6	
30.	134	PENGANTAR MANAJEMEN OPERASIONAL	B	3	2	6	
31.	135	MANAJEMEN OPERASIONAL	C	2	2	4	
32.	136	PENGANTAR MANAJEMEN SDM	C	2	2	4	
33.	137	MANAJEMEN SDM	A	4	2	8	
34.	48	SISTEM INFORMASI	A	4	3	12	
35.	139	AKUNTANSI KEUANGAN I	B	3	3	9	
36.	20	MATEMATIKA EKONOMI	C	2	3	6	
37.	19	BANK & LEMBAGA KEUANGAN LAINNYA	A	4	3	12	*
38.	47	AKUNTANSI MANAJEMEN	B	3	3	9	*
39.	144	AKUNTANSI SEKTOR PUBLIK	B	3	2	6	*
40.	146	SISTEM INFORMASI AKUNTANSI I	A	4	2	8	
41.	156	AKUNTANSI PAJAK	B	3	2	6	
42.	34	AKUNTANSI KEUANGAN LANJUTAN I	C	2	3	6	
43.	148	PEMERIKSAAN AKUNTANSI I	B	3	2	6	*
44.	149	TEORI AKUNTANSI	B	3	2	6	*

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Halaman : 2

No.	Kode MK.	Nama Mata Kuliah	Prestasi				Ket.
			HM	AM	K	M	
45.	44	PERPAJAKAN	B	3	3	9	*
46.	152	AKUNTANSI INTERNASIONAL	B	3	2	6	
47.	153	STUDI KELAYAKAN BISNIS	C	2	2	4	
48.	138	AKUNTANSI KEUANGAN I	B	3	3	9	*
49.	31	AKUNTANSI BIAYA	C	2	3	6	*
50.	43	HUKUM PAJAK	B	3	2	6	
51.	151	PERPAJAKAN INTERNASIONAL	B	3	2	6	
52.	154	MANAJEMEN STRATEGIK	C	2	2	4	
53.	155	PEMERIKSAAN MANAJEMEN	B	3	2	6	
54.	35	AKUNTANSI KEUANGAN LANJUTAN II	A	4	3	12	*
55.	157	AKUNTANSI PERBANKAN	B	3	2	6	
56.	158	ANALISA LAPORAN KEUANGAN	B	3	2	6	
57.	42	SISTEM PENGENDALIAN MANAJEMEN	C	2	3	6	*
58.	129	MANAJEMEN MUTU TERPADU	C	2	2	6	
59.	160	SISTEM INFORMASI AKUNTANSI II	C	2	2	4	
60.	161	PEMERIKSAAN AKUNTANSI I	B	3	2	6	
61.	162	PEMERIKSAAN AKUNTANSI II	C	2	2	4	
62.	147	SISTEM BASIS DATA	C	2	2	4	
63.	164	KWIRTAUSAHAAN	A	4	2	8	
64.	53	SKRIPSI	B	3	6	18	
Jumlah					150	423	
Tanggal Yudisium			9 Januari 2008				
Jumlah Kredit Kumulatif			150				
Indeks Prestasi Kumulatif			2,82				
Predikat Kelulusan			SANGAT MEMUASKAN				

Keterangan :

HM = Huruf Mutu (A,B,C,D,E)
 AM = Angka Mutu (4,3,2,1,0)
 M = Mutu (Perkalian dari AM & K)
 K = Kredit (2 Sks. dsb.)
 * = Mata Kuliah Ujian Utama


 Rektor




 Dekan

Dr. Ir. Yudi Julius, MBA

Jakarta, 8 Februari 2008

Dr. H. Yosandi Yulius, SE, MM

UNIVERSITAS PERSADA INDONESIA Y.A.I
FAKULTAS EKONOMI

memberikan kepada

Hunarsih

lahir di Jakarta

tanggal 30 Oktober 1984

IJAZAH

SARJANA EKONOMI

Program Studi Akuntansi

dengan segala hak dan kewajiban yang berhubungan dengan sebutan akademik ini.

Jakarta, 8 Februari 2008

Rektor

Dekan

Dr. Ir. Yudi Julius, SE, MPA

Dr. H. Yudi Julius, SE, MPA



REFERENCE LETTER

No. 069/REF/BREXA-ID/X/2025

Herewith, management of PT BREXA Raya Indonesia certifies that;

Name : **SUNARSIH**
Place and birth date : Jakarta, October 30th 1984
Address : Jl. Minyak 1 No. 32 Rt. 004/006 Duren Tiga Pancoran, 12760

as an employee of PT BREXA Raya Indonesia formerly PT OS Selnajaya Indonesia since **July 4th 2022** until **October 14th 2025** at Finance & Accounting Dept. as a *Finance & Accounting Supervisor*.

The work relation has ended because she resigns by own request.

This reference letter is provided to clarify the employment status with the company.

Jakarta, October 14th 2025

PT BREXA Raya Indonesia


YUDISTIRA

Director



PT KALTIM JAYA BARA

Jl. Pulau Manimbora No. 88 Tanjung Redeb, Berau
Kalimantan Timur, Phone: (0554) 216 17

SURAT KETERANGAN KERJA

Nama : Sunarsih
Nomor Induk Karyawan : 1115028
Departemen : Finance Tax & Accounting
Jabatan : Senior Staff Accounting
Masa Kerja : 03 Januari 2017 sampai dengan 24 Februari 2022
Alasan : Mengundurkan Diri

Selama bekerja di perusahaan kami, Ibu Sunarsih telah menunjukkan loyalitas dan dedikasi yang baik, serta memberikan kontribusi bagi kemajuan perusahaan. Kami mengucapkan banyak terima kasih atas usaha dan dedikasi yang telah saudara berikan kepada PT Kaltim Jaya Bara semoga prestasi dan keberhasilan senantiasa menyertai saudara dimasa yang akan datang.

Jakarta, 30 April 2024
PT. Kaltim Jaya Bara

Bungai Ongo
Direktur



Goodrich Global
SINCE 1983

SURAT PENGALAMAN KERJA
Certificate of Employment

No : 008/FIN-GIA/XII/2016
Hal : Surat Pengalaman Kerja

Kepada yang berkepentingan,

Dengan ini kami dari PT. GRIYA INTERINDO ABADI menyatakan bahwa :

Nama : Sunarsih
Alamat : Jl. Minyak 1 No.2. Rt/Rw. 004/06, Duren Tiga, Jakarta Selatan
Jabatan : Accounting Staff

Telah bekerja pada perusahaan kami dalam kurun waktu 06 Juli 2011 sampai dengan 30 Desember 2016.

Yang bersangkutan telah memberikan kontribusi dan dedikasi yang baik bagi perusahaan dan selama bergabung tidak pernah melakukan tindakan yang merugikan perusahaan.

Kami berterima-kasih atas segala kerjasama yang diberikan dan semoga yang bersangkutan dapat lebih sukses dan berhasil di masa datang.

Jakarta, 30 Desember 2016
PT. Griya Interindo Abadi


Melvin Wahvudi
Finance Director

TO WHOM IT MAY CONCERN

Ref. : 009/MP/HR/SKK/TV/2011

This is to verify that :

SUNARSIH

Had been employed by PT Mitra Pajakku as a permanent employee since 25 June 2010 through 25 February 2011 with the last position as Support Staff; in Mitra Pajakku Department, assigned in Jakarta

She is leaving our company at her own accord and we appreciate her contribution during assignment with PT. Mitra Pajakku and wish her success in the future endeavors.

Should you have any queries concerning above person, you can contact our Human Resource Department .

Jakarta, 01 April 2011



PT. MITRA PAJAKKU

Bambang Suglantoro
VP HUMAN RESOURCE

PT.MITRA PAJAKKU, Komplek Perniagaan Roxy Mas Blok D2 No.28 Jakarta 10150 Indonesia
Tel : 021-63858647-48, 63862855, 6301260 Fax : 021-6324489

Date : 8 January 2009
Ref : 007/HR-ref/1/2009

TO WHOM IT MAY CONCERN



The Management of PT. Nokia Siemens Networks would like to inform that:

SUNARSIH

has followed and finished her internship successfully from 8 May 2008 until 8 January 2009 as a trainee in HCPT project.

We would like to take this opportunity to wish her all the best for her future.

Yours faithfully

PT. Nokia Siemens Networks

A handwritten signature in black ink, appearing to read 'Irvandi Ferizal'.

Irvandi Ferizal
Head of HR Sub Region Indonesia

PT. Nokia Siemens Networks

27th Floor, Menara Mufi
Jl. Jend. Gatot Subroto Kav. 9-11
Jakarta 12030
Indonesia

www.ptnokia-siemensnetworks.com
Telephone: +62 (21) 521 6050
Fax: +62 (21) 525 7621

Y.A.I
TRAINING AND LEARNING CENTER
Pusat Pelatihan dan Pembelajaran

Certificate
Sertifikat

This is to certify that,
Menetapkan bahwa :

Sunarsih

Place and Date of Birth,
Tempat & Tanggal Lahir :

Jakarta, 30 Oktober 1984

Student Number,
No. Peserta :

1208/AB/II/2010

Has successfully completed the,
Dinyatakan LULUS :

Perpajakan Brevet AB

With the predicate of,
Dengan Predikat :

Memuaskan

Director,

Prof. Dr. Dadjim Sinaga, MM



Head,
Jakarta, Februari 2010
Division of Training
Dra. Roselinda

Certificate of Attendance

NO: PKR/220619/FIN/14/0014

This is to certify that

Sunarsih

Has attended PAKAR workshop

“Finance for Entrepreneur”

Held in Apiary Coworking Space

Lippo St.Moritz Tower Floor #09-01 Jl. Puri Kembangan, Jakarta Barat

June 22th, 2019



Aditya Kristanto Goenawan
(Founder & CEO PAKAR)



Frederick Yocie Giovanni
(Finance Consultant & Entrepreneur)

**Prasetya Mulya
Executive Learning Institute**

acknowledges that

Sunarsih

has completed a public course on

**First Line Leader:
Be An Effective Leader**

December 11 - 13, 2018



Jakarta, December 13, 2018

Dedi Tedjakumara
Executive Director

Switomo Santoso, Ak., MBA
Program Director



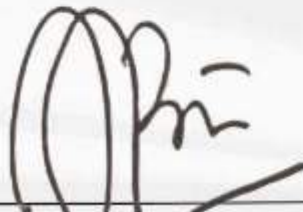
SERTIFIKAT

Diberikan Kepada :

SUNARSIH

Telah mengikuti Webinar

**FINANCIAL ENGINEERING : STRATEGI MENINGKATKAN
PERFOMA KEUANGAN PERUSAHAAN MELALUI KEBIJAKAN
AKUNTANSI, PADA 03 AGUSTUS 2023.**



Icha Audy
Founder



Certificate

No. 01012/RTND/12/2025

Diberikan Kepada

Sunarsih

Atas partisipasinya sebagai peserta pada Pelatihan Peningkatan Kompetensi

Short Course Accurate Accounting

25 Desember 2025



Fadlil Abdani, SE., M.A., BKP
Training & Development Manager



Verifikasi Sertifikat
routind.com/certificates/RTND-25JYNA57

PT. PERSONA ANALITIKA ASIA

talentiv



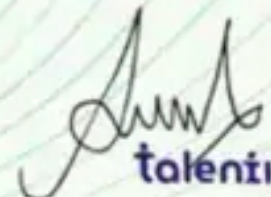
CERTIFICATE OF COMPLETION

is hereby granted to

Sunarsih

For successfully completing
Accounting & Tax Fast Track Batch 6 (Juli)

ORGANIZED BY TALENTIV ACADEMY
DURATION 14hrs 0min 0sec


talentiv

ARDAN AZIZ RAHMAN
CEO & FOUNDER TALENTIV ACADEMY

Sertifikat

diberikan kepada:

SUNARSIH

Atas Partisipasinya sebagai peserta dalam kegiatan webinar dengan tema :
“ **WEBINAR KUPAS TUNTAS PMK 44 TAHUN 2026** ”
Yang diselenggarakan oleh Makui Tax Institute secara online melalui Zoom Meeting
Pada Hari/Tanggal : Jumat, 07 Agustus 2026

Makui Tax Institute



Rahmad Adam, S.E., Ak., M.Ak., CA., CPA., BKP., BBP
Direktur