

YULIA NURHALIZA

Bandung, Jawa Barat • +62 8821 8925 126 • yulianurhaliza3@gmail.com
<https://www.linkedin.com/in/yulianurhaliza>

Professional Summary

Junior Finance professional with experience in Accounts Receivable, collection, journal entries, tax administration, and financial analysis. Experienced in supporting collection activities for approximately 6,000 customers as part of a team, recording 150–300 daily revenue and receivables journal entries using Accurate, and developing an Excel-based monitoring and reporting system that reduced manual data processing time by approximately 6 hours per week. Proficient in Accurate, Microsoft Excel, and Coretax, with Brevet A & B Tax Certification.

Experience

PT Infokes Indonesia

Finance Account Receivable Intern

Bandung, Indonesia,
Dec 2025 - Present

- Served as a PIC for collection activities involving approximately 6,000+ customers as part of a team, focusing on receivables monitoring and payment follow-up
- Monitored outstanding invoices and payment due dates while conducting customer follow-ups to support timely collections and reduce payment delays
- Verified the completeness and accuracy of invoices and supporting documents to minimize payment issues and disputes
- Identified and assisted in resolving payment issues to support smooth collection processes
- Recorded 150–300 daily journal entries related to revenue and receivables using Accurate in accordance with revenue recognition principles
- Managed VAT and income tax recording for sales transactions, including analyzing and validating withholding tax certificates (Bupot) to ensure data accuracy and compliance
- Developed an Excel-based monitoring and reporting system using integrated formulas (Pivot Table & VLOOKUP), reducing manual data processing time by approximately 6 hours per week

PT Bank Mandiri Persero Tbk

Finance admin project Intern

Bandung, Indonesia,
Nov 2024 - Feb 2025

- Processed 100+ customer applications for the Kartu Tani subsidy program according to established program criteria
- Verified supporting documents before system submission to minimize administrative errors
- Prepared project monitoring reports using Pivot Table and VLOOKUP
- Provided validated financial data to support transaction preparation

Badan Pendapatan Daerah Kota Bandung Sub PBB

Tax Administration & Financial Analysis Intern

Bandung, Indonesia
Aug 2023 - Oct 2023

- Analyze corporate financial statements using liquidity ratios to assess payment capacity and support financial-based tax reduction evaluations
 - Review 100+ administrative documents daily to ensure completeness and data accuracy
 - Prepare structured financial summaries in Microsoft Excel to support internal assessment processes
 - Validate taxpayer financial data using internal systems to prevent discrepancies in evaluation procedures
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Leadership & Activities

Independence Student Exchange Program (PMM 2 Kampus Merdeka) Bandung, Indonesia,
Liaison Officer / Lecturer Mentor Sep 2023 - Feb 2024

- Facilitated Nusantara Module delivery and supported academic assessments for 48+ exchange students to ensure structured program implementation
 - Served as the primary liaison between students and lecturers, maintaining effective communication and resolving coordination issues efficiently
 - Monitored program budget allocation using Microsoft Excel to prevent budget overruns and maintain controlled fund utilization
 - Prepared structured financial accountability reports (LPJ) to support transparent and accurate budget reporting
 - Designed weekly activity modules to maintain program consistency and participant performance targets
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Education

Universitas Komputer Indonesia

Bandung, Indonesia
Sep 2020 - Aug 2024

Bachelor's Degree in Accounting. GPA 3.88/4.00

Relevant Coursework: Financial Accounting, Taxation, Auditing, Accounting Computer Applications, Public Sector Accounting, Accounting Information Systems

Thesis:

“The Effect of Operating Cash Flow and Capital Structure on Profit Growth in Insurance Companies”

Certifications

- Brevet A& B Tax - 2024
 - TOEFL - 2024
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Skills

- Core Competencies : Account Receivable, Collection Management, Receivables Monitoring, Financial Reporting, Journal Entries, Revenue Recognition, Tax administration, VAT & Income Tax, Financial Analysis, Invoice Verification, Data Validation, Payment Monitoring.
- Technical Skills: Account Receivable, Collection, Journal Entries, Tax Administration, Financial Analysis, Financial Reporting, Invoice Verification.
- Tools : Accurate, Microsoft Excel (Pivot Table, VLOOKUP, Data Validation), Coretax, Microsoft Excel.
- Languages: Bahasa Indonesia (Native); Bahasa Inggris (Professional Working Proficiency).