



Siti Nurhenisa

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PERSONAL PROFILE

Accounting & Finance professional with 3+ years of experience in treasury and accounts payable operations within multi-entity environments. Proven ability to manage high-volume transactions, maintain 100% on-time payments, and improve process efficiency by up to 30%. Strong expertise in cash flow management, financial accuracy, and internal controls using SAP Business One (HANA).

– Core Competencies –

- Account Payable Management
 - Vendor Payment Processing
 - Treasury Operations Support
 - Cash Flow Monitoring
 - Month-End Closing Support
 - Bank Transaction Handling
 - Invoice Verification & Matching
 - Positive Teamwork and Collaboration
 - SAP Hana Business One and Microsoft Office Suite
 - Oral and Written Communications
 - Brevet A & B
 - Zahir International Certified
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PROFESSIONAL EXPERIENCE

SAMPOERNA KAYOE, Jakarta, Indonesia

Finance Treasury Specialist (January 2026 – Present):

- Processed payments for vendors, suppliers, and employee reimbursements in a timely and accurate manner.
- Recorded payment transactions in SAP, ensuring accurate financial records and compliance with company procedures.
- Monitored daily customer cash receipts (Cash In) and verified incoming funds.
- Performed incoming payment clearing against customer Accounts Receivable (AR) to ensure accurate account reconciliation.
- Managed Bank loan drawdowns and repayments, ensuring all loan obligations were settled on time with no overdue outstanding balances.
- Updated and monitored weekly bank balances to support cash position reporting and liquidity management.

Account Payable Team Lead (January 2023 – January 2026)

Skillfully performed all office accounting tasks for manufactured company. Gathered and analyzed financial data, and processed accounts payable, tax payable for financial reporting across five subsidiaries. *Selected Contributions:*

- Led accounts payable operations across 5 subsidiaries, handling high-volume invoice processing
- Achieved 99,9% accuracy in invoice processing and ensured 100% on-time vendor payments
- Managed and verified 100+ financial transactions, ensuring accuracy, completeness, and compliance with supporting

documentation.

- Prepared and analysed monthly financial reports covering cash receipts and disbursements to support financial planning and management reporting.
- Administered and maintained 50+ supplier invoices per month, ensuring accurate recording, proper filing, and timely document retrieval.
- Conducted bank reconciliations by matching accounting records with bank statements, investigating discrepancies, and preparing variance reports for corrective action.

FKS GROUP (PT. FKS Multi Agro) Jakarta, Indonesia

Finance Staff (Juni 2022-Januari 2023)

- Maintained and updated tax exchange rates in SAP Business One System
- Performed financial data entry and ensured accuracy of all recorded transactions
- Supported financial planning and reporting processes through system administration

PT. Permodalan Nasional Madani Persero, Bekasi, Indonesia

Finance Administration Officer (Agustus 2016-September 2017)

- Managed branch-level financial administration and transaction recording
- Handled cash inflow and outflow monitoring
- Reviewed financial documentation to ensure completeness and accuracy

EDUCATION

Universitas MH Thamrin (2017-2021)

S1 Akuntansi - IPK 3,49/4,00

CERTIFICATIONS

- Brevet A & B – Indonesian Institute of Accountants (IAPI)
- Zahir Certified User – PT Zahir International

ADDITIONAL INFORMATION

- TOEFL Score 500
 - Strong attention to detail, analytical thinking, and high level of accuracy
 - Can manage multiple priorities
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