

May Lisa Ajrin

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 Sukabumi

Detail-oriented and proactive Accounts Payable Professional with extensive experience in managing end-to-end AP processes, document verification (three-way matching), vendor payment processing, financial reconciliation, and corporate financial administration. Holds Brevet A & B Tax Certifications and is proficient in Accurate Online, Jurnal by Mekari, Microsoft Excel, Google Sheets, and online banking systems (KeyBCA/KlikBCA). Skilled in working independently or collaboratively within a team, with a strong ability to thrive under pressure and meet strict deadlines.

EDUCATION

Universitas Pakuan
Bachelor - Accounting | GPA: 3.47/4.00

Bogor
September 2018 - June 2022

- Completed competency training in Financial Statement Preparation based on SAK ETAP.
- Completed a hospital finance internship to gain practical experience in a professional corporate environment.

WORK EXPERIENCE

Admin Finance - Account Payable
PT Paint Professionale Indonesia - Contract Employee

Tangerang
February 2026 - August 2026

- Document Verification (Three-Way Matching):** Conducted thorough verification of vendor invoices using the three-way matching method (aligning PVR, Invoice, DO/Delivery Note, GR, and Tax Invoice) to ensure transaction validity prior to payment processing.
- Accurate System Management & Payments:** Managed the full AP cycle using Accurate Online for over 100 invoices monthly and executed precise payments via KlikBCA Bisnis.
- Approval Workflow Management:** Managed payment request workflows from Procurement and GA departments, ensuring all transactions received management approval in compliance with corporate authorization hierarchies.
- Reporting & Digital Administration:** Monitored and compiled daily expense tracking and payment breakdown reports using Google Sheets with advanced formulas for accurate data integration.
- Tax Compliance:** Coordinated actively with the Tax Team to ensure correct withholding tax compliance (Articles 21, 23, and 4(2)) and VAT (PPN) reporting for all vendor transactions in accordance with prevailing tax regulations.

Admin Finance - Account Payable
PT Proxi Jaringan Nusantara - Contract Employee

Sukabumi
July 2025 - November 2025

- Handled end-to-end Account Payable operations, including invoice verification, payment scheduling, and vendor communication.
- Prepared comprehensive tax data summaries, including Income Tax Article 23 (corporate services and asset rental), Final Income Tax Article 4(2) (land and building rental), other income taxes, and Value Added Tax (VAT/PPN).
- Managed a petty cash fund of IDR 2,000,000 for daily operational needs, including accurate recording and balance accountability. Recorded all financial transactions using Microsoft Excel for reporting and reconciliation purposes.
- Managed employee BPJS Kesehatan administration, including enrollment, data updates, and monthly premium payments.
- Prepared financial statements and supporting reports, including bank voucher reports, and assisted in budgeting processes according to management direction.

Account Payable Staff
PT Indra Sari Indo Kreasi (Judal Jadul)

Bogor
January 2023 - July 2024

- Verified and posted incoming invoices from vendors and suppliers into the accounting system.
- Performed bank reconciliations related to Accounts Payable activities.
- Prepared periodic Accounts Payable reports for management review.

- Resolved billing discrepancies and issues with vendors/suppliers, maintaining strong professional relationships and trust.
- Utilized Jurnal by Mekari for daily financial transactions and posting.
- Verified internal company payment requests, including employee expense reimbursements and cash advances for events and business travel.
- Managed petty cash disbursements and controlled company financial transactions.
- Prepared billing documents, invoices, and payment receipts along with supporting documentation.

INTERNSHIP EXPERIENCE

Finance Intern

Sukabumi

Rumah Sakit Islam Assyifa - Intern

September 2021 - December 2021

- Assisted in filing and archiving daily transaction documents to maintain secure and organized record-keeping.
- Inputted VAT (PPN) data for inpatient and outpatient medicine purchases for monthly tax reporting.
- Checked and verified inpatient real-cost calculations to ensure accuracy against actual expenses incurred.

CERTIFICATION

Applied Tax Training (Brevet A & B) - Indonesian Institute of Accountants (IAI) | No: 2506446 | 01 Mei 2025

Applied e-SPT Tax Training (Brevet A & B) - Indonesian Institute of Accountants (IAI) | No: 2506475 | 01 Mei 2025

SKILLS

Software

Microsoft Office

KlikBCA Bisnis

Jurnal by Mekari

Accurate Online

Google Sheets