



PUTRI AYU NATALIA

Jl. Gelong Baru Barat III

No. 6/8 West Jakarta

+628172398893 /

+628127143018

putriayunatalia@yahoo.com

SUMMARY

- Majored in **International Business Management** at BINUS University.
- I am an open-minded, able to work independently and a team player, responsible, and eager to learn something new.

PROFESSIONAL EXPERIENCE

SENIOR ASSOCIATE at RSM Indonesia, October 2019 – Present

Tax

- Review Tax Calculation to ensure the appropriateness and compliance level for monthly and annual tax obligation
- Ensure the gathered data by Associate is fully complete before the Tax Return is submitted
- Conduct research and prepare tax advice for clients related to domestic and international tax matters
- Assist on Tax Due Diligence and Tax Diagnostic Review project (prepare report)
- Review Tax Reconciliation & supporting document prepared by Associate when requested by Tax Office
- Prepare Response Letter of Tax Audit Findings (Surat Pemberitahuan Hasil Pemeriksaan) & recheck the supporting document before submitted to the Tax Office

ASSOCIATE at RSM Indonesia, July 2018 – September 2019

Tax

- Assist on client's monthly and annual tax compliance (calculation of tax, preparation and submission of tax return)
- Assist on Tax Audit (document preparation)
- Conducting global reconciliations between General Ledger and Tax Return

ASSOCIATE at RSM Indonesia, November 2017 – June 2018

Governance Risk Control

- Analyze contract to check whether client's revenue recognition is correct or not.

INTERN at HSBC, May – September 2016

Service Delivery Credit Operations

- List documents received from customers.
- Create letter as requested by customers.
- Summarize important information of customer's notary deed.

INTERN at HSBC, February – May 2016

Project Management Office

- Assist on Standard Operation Procedure creation for new entity between Bank Ekonomi Raharja & HSBC Indonesia.
- Assist on alignment process for Payment Services Department.
- Assist on efficiency measurement of every units in Bank Ekonomi Raharja.

EDUCATION

BACHELOR OF ECONOMICS (SARJANA EKONOMI) at Bina Nusantara University, 2013 / 2017 (GPA: 3.64)

SENIOR HIGH SCHOOL at Xaverius 1 Palembang, 2010 / 2013

EXPERIENCE

BREVET PAJAK TERAPAN AB: by Ikatan Akuntan Indonesia, September 2017 / February 2018

YOUNG FINANCIAL COACH PROGRAM: by HSBC, November 2016 / May 2017

DATA, SUPPLIES & MAINTENANCE AND HUMAN RESOURCES DEVELOPMENT ADVISOR: Bina Nusantara Mandarin Club, January / December 2016

BUDDY COORDINATOR: by BINUS, July 2015 / January 2016

DATA, SUPPLIES & MAINTENANCE AND HUMAN RESOURCES DEVELOPMENT MANAGER: Bina Nusantara Mandarin Club, January / December 2015

EDUCATION & LEARNING STAFF: Bina Nusantara Mandarin Club, January / December 2014

HONOR & AWARD

MENTOR BEASISWA ON ODD PERIOD 2014/2015: by BINUS Student Learning Community, September 2014 / January 2015