







# STELA HALIM

ACCOUNTING OFFICER

## PROFILE

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-  Alam Sutera, Tangerang
-  halimstela@gmail.com
-  +62-821-1149-4118
-  /stelahalim

## EDUCATION

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Bina Nusantara University  
Bachelor in Accounting, 2018  
GPA > 3.00

## SKILLS

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- Quick Learner, Dedicated
- Problem Solving
- Capable of working individual or in team
- Critical Analysis Thinking
- Basic Computer Programmes
- Flexible, Easy to Adapt

## LICENSES & CERTIFICATIONS

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- Brevet Pajak A & B
- e-Faktur & e-SPT
- Basic Chinese I (Mandarin)
- TOEFL > 500

## INTERNSHIP

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### **PT Caturkada Depo Bangunan., Finance & Acc Staff**

MARCH 2017 - JULY 2017

- Maintained and organized accounting journals
- Constantly updated the company's tax assignments
- Handled reconciliation, equalization and invoicing
- Monitored and filing documents

### **PT Viros Prime Solution., Accounting Staff**

SEP 2017 - JAN 2018

- Responsible for data entry, reports and documentation
- Handled finance transaction, administration and inventory system process
- Provide daily, weekly and monthly report for management

## WORK EXPERIENCE

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### **Firma Widhi Nugroho dan Rekan (WiN Partners)., Finance & Acc Supervisor**

NOV 2018 - NOW

- Prepare monthly and annual tax return also consolidated financial statements of branch and holding companies
- Handled bookkeeping and accounting services
- Maintained sales and account receivable aging report to Directors
- Arranged Weekly Cash Flow Projection for Directors
- In Charge of Budgeting Annual Report
- Assist Managers and Directors for tax audit, litigation, appeal and other tax assignments