



TIARA FAHLEVIE

+62 815 3409 5154 | tiarafah@gmail.com | Kembangan, Jakarta Barat

PROFILE

I have two years of experience as Finance. Trusted and highly multi-tasked person. Maintain excellent teamwork. Possesses an ACCURATE System experience.

EDUCATION

BACHELOR OF ECONOMY, MAJOR IN ACCOUNTING | 2015 - 2019

Universitas Gunadarma, Indonesia
GPA 3.70

WORK EXPERIENCE

PT DHARMADUTA LUCAS VENTURA

(Household Products Produsen & Distributor Company)

Finance & Accounting | Jakarta Barat, Indonesia | Januari 2023 - Present

- Oversee daily transactions, including accounts payable/receivable, general ledger and bank reconciliations
- Monitor and analyze accounting data and produce financial reports or statements (Profit/Loss, Balance Sheet, Cashflow)
- Calculate, pay and reporting PPh 21, PPh 23, PPh 25, PPh Final and PPN with E-Faktur & E-SPT
- Supervises staff members in daily operations of one or more accounting functions, including accounts payable, accounts receivable, ledger maintenance etc and make sure the operations run well.

Finance Staff | Jakarta Barat, Indonesia | September 2020 - Januari 2023

- Manage cash & bank controls as well as maintain financial transaction are properly up-to-date and recorded into Accurate System
- Handle, manage, control and report petty cash weekly and monthly
- Maintain account receivables files and record as well as ensure both account receivables and payables activities are performed accurately and timely
- Ensure the company's operating expenses and bills are paid on time
- Oversee the preparation of sales orders, tax invoices, sales invoices, etc. as required
- Prepare sales statements monthly

ARISTA GROUP

(Automotive Company)

Accounting Staff | Jakarta Timur, Indonesia | Januari 2020 - April 2020

- Reconcile Charts of Account (COA)
- Provide Payable voucher
- Documents verification (receipts) and posting of branch transactions
- Checking monthly Cash and Bank's branch reports

GUNADARMA UNIVERSITY

Laboratory Assistant | Indonesia | September 2016 - September 2019

Serves as a mentor who teaches students the basic principles of accounting, journals, adjustments, ledgers and financial reports. Also provides an introduction to the DEA Accounting system.

VOLUNTEER

KANTOR PAJAK PRATAMA BEKASI UTARA

Tax Volunteer | Bekasi Utara | 2019

Help and giving instruction to taxpayers to report its income tax PPh 21 using E-filling application

INTERNSHIP/FREELANCE

PT RICKSTAR INDONESIA

Jakarta Timur, Indonesia | 2013

- Stock Opname
- Maintain In-Out Inventory
- Doing FIFO calculation

TOKO AL-HUSNA

Bekasi, Indonesia | Agustus 2019 - Februari 2020

- Input In Out bank reconciliation, invoices, receipt into Jurnal.id
- Prepare financial reports monthly
- Verify & Document Checking

SOFT SKILLS

- Problem solving
- Multi tasking
- Critical thinking
- Leadership
- Eager to learn

HARD SKILLS

- ACCURATE System
- Microsoft Office
- E-Faktur
- E-SPT
- E-Filling
- Journals
- Records
- Tax (PPN, PPH 21, 23)
- Financial Reporting
- Consolidation Financial Statement

CERTIFICATES

Zahir User Certified 2017
Certified Accurate Profesional (CAP) 2018