

ARINI AMALIA ZULFATUR RACHMAH

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INTRODUCTION

With 2 years of experience as an administrator, 1 year as a secretary, and currently pursuing my 3rd year in accounting, I have cultivated a broad range of skills across various domains. My expertise involves computer operations, a high level of numerical proficiency, and a robust understanding of tax reporting, contributing to optimal work productivity. Additionally, I bring forth effective communication skills, solid teamwork capabilities, swift adaptability, efficient decision-making, as well as creative and critical thinking abilities. These positive aspects are seamlessly integrated to deliver maximal contributions within a professional environment. I am keenly interested in pursuing a career aligned with my background and expertise.

EDUCATION

Universitas Siber Asia 2020 – present
Accounting; GPA 3.91/4.00

SMAN 01 BATU 2015 – 2018

PROFESSIONAL EXPERIENCE

PT. Balindo Sejahtera Bersama 2024 – present
Finance, Tax, and Accounting Staff

- Preparing and analyzing financial statements.
- Ensuring the accuracy and integrity of financial records.
- Assisting in month-end and year-end closing processes.
- Preparing and filing tax returns, including corporate, VAT, and other relevant taxes.
- Ensuring compliance with local, state, and federal tax laws and regulations.
- Identifying tax savings and advising on tax strategies.
- Maintaining and reconciling general ledger accounts.
- Managing accounts payable and receivable.
- Ensuring timely and accurate recording of financial transactions.
- Managing and recording petty cash transactions and reports.
- Processing payroll accurately and on time.
- Calculating wages, deductions, and adjustments.
- Ensuring compliance with payroll laws and regulations.
- Administering employee benefits programs such as health insurance and retirement plans.
- Communicating benefits information to employees and assisting with enrollment.

KSPPS Tunas Artha Mandiri 2022 – 2024
Accounting

- Responsible for maintaining accurate financial records and preparing comprehensive financial reports.
- Handling archival processes and performing meticulous data entry tasks.
- Executing and documenting company financial transactions with precision.
- Efficiently managing company documents and correspondence.
- Compiling and preparing detailed tax reports.

Executive Secretary, Business Directorate 2021 – 2022

- Coordinating and documenting meeting minutes
- Managing schedules and appointments for the board of directors
- Welcoming business guests and clients
- Facilitating communication between the board of directors
- Archiving relevant documents and correspondence files

Accounting 2020 – 2021

- Handling the creation and maintenance of financial records and preparation of financial reports.
- Executing efficient archival processes and performing meticulous data entry tasks.
- Conducting and recording precise financial transactions for the company.
- Proficiently managing the organization's documents and correspondence.
- Preparing comprehensive tax reports in adherence to regulatory standards.

Admin

2018 – 2020

- Recording financial transactions, meticulously documenting the inflow and outflow of funds within the company.
- Accurately documenting evidence of cash receipts and disbursements.
- Systematically archiving and documenting financial evidence over specific periods.
- Conducting audits and reconciling receipts and expenditures prior to the closure of financial records.
- Generating comprehensive reports on financial events within the company.
- Compiling a monthly summary of loan records, collateral registers, and deposit registers.

ADDITIONAL INFORMATION

Languages: Bahasa Indonesia (Native), English (Intermediate)

Soft Skills: Detail-oriented, Analytical and Critical Thinking, Flexibility and Adaptability, Creativity and Problem Solving, Clear Communication

Hard Skills: Microsoft Office (Microsoft Word, Microsoft Excel, Microsoft PowerPoint), Google Workspace (Spreadsheets, Docs, Slides), Understanding of Mathematics & Accounting Software, Tax Norms, Producing Financial Reports