

ANDIN HEDYANA

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Bachelor of Economics majoring in Accounting who wants to develop a career in Finance and Accounting. Experience working in Accounting and Finance and able to use accounting software (Microsoft Excel, Zahir, MYOB, and Accurate). Have a strong understanding of accounting principles and good analytical skills. Able to work independently or in a team to achieve set goals and work under pressure with the ability to manage multiple tasks by utilizing time management skills. With a problem solving, meticulous, and prompt nature, I am ready to bring my experience and technical and interpersonal skills to make my best contribution to the company and grow with the company.

EDUCATION LEVEL

Politeknik Negeri Malang – Malang, Indonesia

Aug 2018 - July 2022

Bachelor Degree in Economic, Accounting Major, Finance study program, GPA 3.40/4.00

- Relevant Study : Financial Accounting, Cost Accounting, Internal Audit and Control, Taxation, Financial Management, Risk Management, Financial Statement Analysis, Budgeting, and Accounting Information Systems.

PROFESSIONAL EXPERIENCE

PT DUTAKOM WIBAWA PUTRA (D-NET) – Surabaya, Indonesia

Apr 2024 – July 2024

Cashier Officer

- Monitor changes in bank account mutations related to COD/CBD (cash before delivery) payments by conducting regular checks on bank mutation reports.
- Maked payments to vendors in accordance with a predetermined schedule using bank transaction services or cash payments and ensure the value of the bill and the recipient's account number match before making the transaction.
- Created and printed invoices to customers in accordance with sales orders by application *Odoo*
- Controlling daily accounting activities including recording all financial transactions (cash & bank).
- Process incoming and outgoing cash disbursements and ensure cash-taking is carried out daily in accordance with the balance in the daily financial statements.

CV. DAISSY INDONESIA – Malang, Indonesia

Jan 2024 – Mar 2024

Finance Officer

- Managed daily cash flow reports in helping the company to assess the company's ability to generate cash and equivalents, and manage the company's needs by using cash flow properly.
- Performed and verified the completeness of all supporting documents related to the financial transaction process.
- Collected and prepared monthly tax financial reports by ensuring the documents are accurate to the Tax Consultant.
- Calculated taxes on PPh 21, PPh 23, PPh final 4(2) related to vendor payments in accordance with tax regulations and report and process payments every month.
- Prepared monthly reports, total 4+ financial reports, and managed 7+ company platforms for the needs of company financial transactions and office inventory bills and digital payment methods effectively.
- Performed bank reconciliations to match balances in cash accounts with corresponding information on bank statements.

INTERSHIP EXPERIENCE

KOBI EDUCATION – Remote, Indonesia

Oct 2022 - Dec 2022

Finance, Intern

- Performed bank reconciliations and ensured conformity between internal records and transactions recorded in the bank.
- Contributed to improving the efficiency of the financial data entry process by implementing a new data processing system, reducing data processing time by 20%.
- Participated in annual financial data review projects, ensuring compliance with applicable accounting standards and producing accurate reports.

BADAN KEUANGAN & ASET DAERAH KAB. MALANG - Malang, Indonesia

Jul 2021 – Aug 2021

Accounting & Reporting, Intern

- Organized management and financial reporting parties in the preparation of audit reports from the field of accounting and reporting.
- Managed company tax data (calculate, report, and prepare tax data for audit and management purposes).
- Responsible for the preparation of the company's financial statements, including profit and loss statements, balance sheets, cash flow statements, and monthly financial reports.

ORGANIZATION EXPERIENCE

Unit Kegiatan Mahasiswa Seni Theatrisic – Malang, Indonesia

Mar 2020 – Feb 2021

Coordinator Division

- Managed and maintained the division's member database, including new member registration, member data updates, and regular data storage with more than 50 members.
- Handled daily administration of the organization, such as managing correspondence, compiling routine training agendas, and sending out announcements to members and preparing an average of 10 letters or announcements each week.
- Assist in organizing the organization's events and activities, including venue arrangements, equipment and other administrative needs and organize and support the success of 15 organizational events each year.

TRAINING, COURSE, & CERTIFICATION

Bina Muda Inspira Training Center & Research

July 2024

Pelatihan Accurate Online

- Training Topic : Accurate Online application
- Relevant Coursework : Purchase, Sales, Inventory, Fixed Asset, Cash Bank, and Presentation of financial statements.

Pusat Pengembangan Akuntansi dan Keuangan (PPA&K) – Jakarta, Indonesia

Sep 2023 – Nov 2023

Brevet Pajak A & B

- Final Project Topic : Personal Tax, Corporate Tax, and International Tax
- Relevant Coursework : Individual Income Tax, Corporate VAT, Corporate Income Tax, International Taxation, E-SPT, E-Filling, and E-Bupot.

LANGUAGES

- **Indonesian** - Native (oral and written)
- **English** - Professional proficiency (oral and written)

KEY SKILLS & COMPETENCY

- **Skillset** : Accounting, Finance, Taxation, Audit, Administration, Account Payable, Account Receivable, Payroll.
- **Toolset** : Accounting software (MYOB, Zahir, Accurate), Google Workspace (Docs, Sheets, Slides), Microsoft Office (Word, Powerpoint, and, Excel with formulas such as (Vlookup, Hlookup, Pivot, etc)).
- **Personal Skills** : Proactive, Communication, Negotiation, Excellent Interpersonal, Analytical Thinking, Attention To Detail, High Motivation, Problem Solving. Ability to Multitask, and Curiosity.

