

## MY PROFILE



Flexibel ACCA who adapts seamlessly to constantly evolving accounting process and technology. Adopt at budget forecasting, financial reporting and tax planning. specialize in planning, reporting and analysis.

## EDUCATION

Bachelor Of Arts With Honours/ July 2015 - Nov 2018  
University of The West Of Scotland : International Business And Finance

Association of Chartered Certified Accountants/ April 2015 - Dec 2019  
Global Professional Body of Chartered Accountants

## WORK EXPERIENCE

### HYUNARA JAYA INDONESIA PT.LTD / Dec 2019 - April 2020 / Accountant Cum Administrator

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements
- Calculate and prepare cheques for payrolls and for utility, tax and other bills
- Complete and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents
- Provides financial status information by preparing special reports completing special projects.
- Maintains general ledger accounts by reconciling
- accounts receivable detail and control accounts

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**Life Insurance Corporation of india / OCT 2012 - JAN 2015 / Accountant**

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
  - Prepare tax returns and perform other personal bookkeeping services
  - Prepare other statistical, financial and accounting reports
  - Management reporting
  - Preparation of financials statements
  - Account Finalisation and consolidation
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**HIGHLIGHTS.....**

- General ledger accounting.
  - Flexibel team player with responsibility.
  - Excelent skills in communication,interpersonal skills and time management skills.
  - Organized and efficient in workflow
  - GAAP knowledge
  - Detail oriented
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**PRO & PERSONAL SKILLS .....**

Ms office / Innovate / Tally / Team work / Excel / Illustrator / Word / Ifrs

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