

# YUDISTIRA IMANSYAH

## PERSONAL OBJECTIVE

An accountant who is skilled in financial data analysis and data-driven decision-making and can identify opportunities for cost savings and improve the company's economic efficiency. Organized, disciplined, able to work independently or in a team, and complete tasks quickly and accurately.

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## WORK EXPERIENCE

### GENERAL BOOKKEEPER, PT GRAHA PUJI PROPERTINDO, (04 JANUARY 2022 - NOW)

Ensuring that daily accounting activities are carried out accurately and efficiently and that the company's financial reports are prepared on time and following applicable accounting standards. Reviewing and supervising the accounting work performed by the accounting team, including ensuring that accounting transactions are appropriately recorded and effectively. Assist in preparing and managing financial budgets and monitoring company expenses and revenues to ensure that budgets are met. Perform financial analysis, prepare financial reports required for management and stakeholders, and provide financial advice and recommendations to company management.

### BOOKKEEPER STAFF, PT GRAHA PUJI PROPERTINDO, (29 DESEMBER 2020 - 30 DECEMBER 2021)

Enter financial transaction data such as receipts, expenses and sales into the company's accounting system using bookkeeping software or spreadsheet applications such as Microsoft Excel. Create and send invoices and bills to customers, as well as monitor payments from customers to ensure that payments are made on time. Conduct regular bank reconciliations to ensure that the company's financial records align with bank records. Assist in developing and implementing effective and efficient bookkeeping procedures and coordinating with other departments such as accounting and tax to ensure that all procedures are followed and compliant with accounting standards and tax regulations.

## EDUCATION & AWARDS

### UNDERGRADUATE

Bina Nusantara University  
2022 - now

### ASSOCIATE DEGREE

Jakarta State University  
2017 - 2020

### RUNNER-UP PUTRA-PUTRI AKUNTANSI JAKARTA STATE UNIVERSITY

2017

## ADDITIONAL SKILLS & EXPERTISE

- Certified Tax Training Brevet A&B Ikatan Akuntansi Indonesia (2020)
- Certified Computerised Accountant with ABSS Accounting v25 MYOB score:96/100 (2018)
- VPSGL Accounting Software
- Accurate Accounting Software
- Certified Tax Training Brevet A&B Ikatan Akuntansi Indonesia (2020)
- Test Of English as a Foreign Language Institutional Testing Program TOEFL ITP score 497 (2021)