



+62895401060695

putri.hardianty27@gmail.com

Jalan Trembuku Jl. Pd. 2 No B4, Pd. II, Widodomartani, Kec. Ngemplak, Kabupaten Sleman, Daerah Istimewa Yogyakarta 55584

Education

D4 - Akuntansi Management Pemerintahan

Politeknik Negeri Bandung

2014 - 2017

Expertise

- Payroll Processing and Administration
- BPJS Registration and Management
- Tax Compliance and Reporting
- Employee Benefits Administration
- Excel, Data Analysis and Reconciliation
- Payroll Software e.g. Talenta, GreatDay.
- Financial Reporting and Analysis
- Budgeting and Cash Flow Management
- Strong technical accounting skills
- Accounting Software e.g. Accurate, Jurnal.id, Oracle

Language

English

PUTRI HARDIANTY

Senior Accounting and Payroll Specialist

Profile

Dedicated and results-oriented Senior Accounting and Payroll Consultant Specialist with over 4 of experience in financial management, payroll processing, and tax compliance. Delivering tailored solutions to optimize payroll systems and ensure adherence to regulatory standards. Strong analytical, problem-solving, and client relationship management skills.



Work Experience

2020 -
2024

PT. Mindo Small Business Solutions

Accounting, Tax and Payroll Specialist

- Handled end-to-end payroll operations for over 130 employee in two entities
- Maintained accurate records of payroll data, tax deductions, and benefits administration.
- Administer BPJS registration, updates, and reporting
- Process all payments and transaction
- Maintained accurate records of daily transactions and financial statements.
- Oversee accounts payable, accounts receivable, and general ledger reconciliation processes.
- Manage monthly, quarterly, and annual financial close processes, ensuring accuracy and timeliness.
- Monthly tax reporting (SPT masa PPh 23, PPh 21, PPh 4(2), PPN, SPT Tahunan badan)

2019
-
2020

CV. Biensi Fesyenindo

Accounting and Finance Staff

- Handled end-to-end payroll operations
- Maintained accurate records of payroll data, tax deductions, and benefits administration.
- Maintained accurate records of daily transactions and financial statements.
- Reconciled bank statements and monitored cash flow
- Oversee accounts payable, accounts receivable, and general ledger reconciliation processes.
- Prepare monthly budgeting and financial analyzing,
- Manage assets & inventory accounts

2018
-
2019

PT. Gistex Textile Division

Junior Accounting Staff

- Maintained accurate records of daily transactions and financial statements.
- Manage assets & inventory accounts