

## CURRICULUM VITAE

### Personal Data

Name : **Anita Hari Wijayanti**  
Date of Birth/Place : 28 Maret 1989 / Klaten  
Marital Status : Married  
Nationality : Indonesian  
Contact No. Telp : 0857 1784 2590



### Education

Educational qualification : Bachelor of Economic , majoring Accounting ,GPA 3.26

### Training

- Brevet Pajak A, B, and C at Universitas Indonesia

### Work Experiences

#### ➤ Rapid Infrastruktur Indonesia

Period : Jan 2020 – Present

Position Held : Accounting Finance Assistant Manager

Duties and Responsibility :

1. Collaborate with VP Finance and other team members to successfully execute various accounting tasks
2. Create quarterly and year end financial reports for management
3. Maintain company ledgers and daily financial transactions
4. Manage payroll activities and release salaries
5. Establish and maintain fiscal files and record to documents transaction
6. Coordinate and manage payment and billing details of external service providers, contractors and vendors
7. Handle and maintain all invoices to the contractors

#### ➤ PT. Jualan Online Indonesia (BJ Technology)

Period : Des 2016 – Des 2019

Position Held : Accounting Finance and Tax Supervisor

Duties and Responsibility :

1. Assist with preparation of monthly financial statements and budget analysis manage month-end and Year-end closing
2. Maintaining accurate accounting record entities (deposits, disbursements and invoicing)
3. Processing payment of invoicing and account receivable
4. Develop tax account reconciliations along with journal entries every month
5. Manage payroll activities and release salaries
6. Maintaine company ledgers and daily financial transaction

➤ **KAP Tanubrata Sutanto and Partners (BDO Indonesia)**

Assignment : Tower Bersama Grup  
Saratoga Investama Group  
Peninsula Bali Resort (Courtyard marriot Bali)  
Wijaya Kusuma Contractor  
Selaras Grup

Period : Des 2011 - Des 2016

Position Held : Senior Auditor

Duties and Responsibility :

1. Preparing Audit reports, financial statement liasing with managerial staff and presenting findings and reccommendation
2. Checking Financial report of Client are accurate and reliable
3. Identifying if and where process are not working as they should, and advising on changes to be made.
4. Ensuring procedures, policies, legislation and regulations are correctly followed and complied with
5. Identifying if and where process are not working as they should, and advising on changes to be made

➤ **Beiersdorf Indonesia (Product Nivea & Hansaplast)**

Period : July 2011- Dec 2011

Position Held : Accounting Staff

Duties and Responsibility :

1. Prepare Jurnal Entries
2. Help with fieldwork for financial and operation audits
3. Reconcile and balance general ledger accounts
4. Analyze and reconcile internal general ledger accounts and bank statements
5. Prepare and adjust journal entries monthly, quarerly and yearly accruals.

➤ **KAP Irwanto and Partners (Internship)**

Period : June 2010 – Dec 2010

Position Held : Junior Auditor