



# SUMROTUL HASANAH

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📍 Jl. Taruna Raya, Jakarta Timur

Highly motivated and detail-oriented finance graduate seeking an entry level-position in the finance industry. Eager to apply academic knowledge gained through coursework and internship experience to contribute effectively to financial analysis, budgeting, and planning processes. Skilled in several accounting software such as Accurate, Myob, and Zahir.

## WORK EXPERIENCE

### Intenrship, Staff Payroll (Human Resources Division)

*Jan 2023 - Jun 2023*

Perusahaan DAMRI Kantor Cabang Jakarta 1

- Responsible for updated and print employee data in Form 1721-A1 through the e-SPT Application, updated the company's entire of 1500+ employees
- Prepared monthly payslips, as creating and sending a company employee salary payment request letter to the accounting division
- Checked employee attendance through the company website

### Intenrship, Tax Officer (Purchasing Division)

*Apr 2019 - Jun 2019*

PT Tays Bogainti Selaras

- Inputted tax invoices to E-Faktur
- Inputted Tax Basis (DPP) and Value Added Tax (VAT) to excel data
- Responsible for filed mail path and purchase orders into ring binders

### Intenrship, Examination Division

*Jan 2019 - Apr 2019*

Kantor Pelayanan Pajak (KPP) Madya Jakarta Pusat

- Responsible for organized the Examination Report (LHP) to the cabinet, organized 300+ reports
- Responsible for distributed Examination Report (LHP) to 11 supervisors
- Inputted moving taxpayer data

## EDUCATION

### Universitas Negeri Jakarta

*2020 - 2024*

- Bachelor of S1 Accounting Education
- GPA: 3.90

### SMK Negeri 40 Jakarta

*2017 - 2020*

- Major of Institutional Accounting and Finance

## ORGANIZATION

### Koperasi Mahasiswa (KOPMA UNJ), Active Member

*Okt 2021 - Jul 2024*

- Has been a master of ceremonies at KOPMA UNJ's 30th anniversary event
- Has been a moderator in the new member orientation event of KOPMA UNJ 2022

### Forum Bidikmisi (FBM UNJ), Expert Staff 2 General Secretary

*Feb 2022 - Jan 2023*

- Succed archived 176 letters in 1 management period
- Has been a chairman of the 2nd session of the annual meeting

## ADDITIONAL INFORMATION

- **Technical Skills:** Ms. Office, Accounting Software, Reporting, Payroll
- **Language:** English, have a Test of English Proficiency (TEP) certificate with a score of 437
- **Certificates:** Accurate Professional Online Certificate valid until 2026