

DITA EKA RAHAYU

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Specialist in Accounts Receivable, bringing in more than 3 years of experience in the high volume FMCG industry. Successful at efficiently handling billing & administrative tasks, while becoming a point of contact with the customer. Team-oriented, initiative, and performance-driven.

EDUCATION

Bina Nusantara University (BINUS)

Jakarta, Indonesia

Bachelor of Science: Finance

2015-2019

GPA 3.29

LANGUAGE & SKILLS

Indonesian (Native)	English (C1)	Order to Cash	Process Improvement
Finance	Accounting	Reporting	Taxation
Billing	ERP (IFS, SAP)	Microsoft Excel	Power BI
Outlook	Microsoft Teams	E-Tax	Google Workspace

EXPERIENCE

Kimberly-Clark / FMCG Company

Tangerang, Indonesia

Accounts Receivable Staff

May 2023-Sep 2024

- Prepared and mailed on average 200 invoices & VAT slip daily to Local Distributor (General Trade) customers. Whilst monitored and tracked credit note process.
- Improved pricing accuracy by diligently updating new price and SKU's changes into IFS.
- Processed billing for export and intercompany transactions.
- Engaged in the new customer onboarding process and updated customer data into IFS.
- Produced reports related to AR aging, sales forecast, credit note, and price update from IFS.
- Provided support during audits by gathering requested documentation and process walkthrough from internal and external auditors.
- Performed timely month-end closing procedures alongside Tax and Accounting teams.
- Coordinated with cross-functional, regional and global teams and ensured the Order to Cash process runs smoothly while adhering to SOX compliance.
- Supported in continuous improvement in billing process, resulting in generating USD 6 Millions of FCF for Global Business Services (GBS) APAC.

UICCP Indonesia / FMCG Company

Tangerang, Indonesia

Finance and Accounting Officer

Jan 2021-May 2023

- Prepared billing for Modern Trade (Super & Hyper) & General Trade customers.
- Reconciled daily bank mutations related to debtors payment into ERP system.
- Verified quantity & price of sales return and recorded stock disposal into ERP system.
- Work closely with Sales team for processed claim promo and prepared chargeback of trade promotion to the principal in Philippines on average USD 200.000 every month.
- Input journal entry for invoices and bills received into ERP system.
- Managed cash payment received and input payment into ERP system.
- Followed up outstanding debtors to customers and maintained AR Aging bucket less than 60 days.
- Collaborated with Supply Chain (Logistics) and Sales teams to solve operational issues which caused bottlenecks in collection.

Sinarmas Land / Real Estate Company**Tangerang, Indonesia**

Estate Management Intern

May 2019-Jul 2019

- Reviewed incoming meter readings for accuracy before inputting the data, catching potential errors early.
- Executed water and service charge billing process and recorded information into ERP system.
- Contributed to the development of new database to enhance overall utility billing operations.
- Maintained updated customer account information, providing accurate billing statements, and addressing inquiries promptly

Sinarmas Land / Real Estate Company**Tangerang, Indonesia**

Business Unit Service Intern

Sep 2018-Jan 2019

- Collaborated with sales team members to stay current on stock levels, updated sales, and maintained detailed records for land bank management.
- Liaised with sales, marketing, and finance teams to develop monthly management report.
- Provided administrative support by managing incoming calls, organizing files, and performing data entry tasks as needed.

Unilever / FMCG Company**Tangerang, Indonesia**

Controller Intern – Unilever Leadership Internship Program

Mar 2018-Aug 2018

- Contributed to new SOP implementation of Credit Note Debit Note (Invoice Revision) process.
- Monitored Credit Note Debit Note daily process for Modern Trade.
- Prepared reports summarizing data analysis related to Credit Note Debit Note process.
- Streamlined Credit Note Debit Note process thus improved efficiency of new invoice creation less than 3 days SLA.
- Provided AR aging report from SAP to support managers in tackling outstanding debtor and proposing write-off.
- Collected, arranged, and input information of customer creation into database system.
- Supported team in reviewing documents for insurance claim process.

ORGANISATION & VOLUNTEERING**BINUS FINANCE CLUB**

Public Relation Officer

Mar 2016-Feb 2018

- Promoted financial awareness in investment, especially in stock.
- Accommodated seminars and events about investment.

HIMA BINUS (Association of Accounting & Finance Students)

Academic Officer

Sep 2015-Aug 2017

- Arranged seminars and events about accounting and finance.
- Facilitated students in pre-exam preparation class.

TEACH FOR INDONESIA

Educational Volunteer

May 2017

- Performed hands-on learning activities for toddlers at local orphanage once a week for a month.

Educational Volunteer

May 2016

- Performed hands-on activities for preschoolers and taught general lessons at a local Early Childhood Care and Education (PAUD) once a week for a month.