

# MUHAMMAD MIRZA MAULANA

JAKARTA, INDONESIA 14360 | <https://linkedin.com/in/mrzmlna> | 082246840554 | mrzmlna97@gmail.com

## PROFESSIONAL SUMMARY

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Accounting graduate (GPA 3.63/4.00) with over three years of experience handling bookkeeping, invoicing, and VAT reporting for 15+ companies across multiple industries. Strong exposure to multi-entity accounting, financial reporting, and accounting software implementation.

## PROFESSIONAL EXPERIENCE

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### Outsourced Accountant

PT. New Era System | Mega Kuningan, Jakarta

APR 2022 - Current

- Managed bookkeeping and monthly financial reports for 15+ client companies, including subsidiaries in services, FnB, trading, and foundation sectors.
- Prepared billing invoices and VAT tax invoices in compliance with Indonesian tax regulations.
- Maintained accuracy and timeliness of financial records across multiple entities.

### Finance and Accounting Admin (Internship)

PT. Indowira Amalia Perkasa | Mega Kuningan, Jakarta

JAN 2022 - APR 2022

- Recorded cash-in and cash-out transactions.
- Updated daily bank balances and executed internet banking transactions.

## EDUCATION

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### Bachelor of Accounting

Universitas Pembangunan Nasional Veteran Jakarta

Graduated MAR 2023

GPA: 3.63 / 4.00 | Coursework: Basic Indonesian Taxation

### High School

Senior High School 5 Jakarta

Graduated JUL 2018

Major: Social Sciences

## CERTIFICATIONS

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Certified ACCURATE Professional (CAP) – ACCURATE ONLINE

JUN 2022

Zahir Certified User

SEP 2020

English Course (TOEFL LIKE) – 460 TOEFL Score

## TECHNICAL SKILLS

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### Software Accounting

Jurnal.id, Zahir Accounting, Accurate, Kledo, Zoho Books, Coretax

### Microsoft Office

Microsoft Excel, Word, PowerPoint

### Internet Banking

Permata E-Business, BNI Direct, VPN klikBCA, Kopra Mandiri