

# DAFTAR RIWAYAT HIDUP

## MUHAMMAD DAFFA AL GHAZY

Tangerang Selatan, Banten | (+62) 81212370759 | daffaalghazy06@gmail.com  
linkedin.com/in/muhammad-daffa-al-ghazy-97b464224

### PERSONAL PROFILE

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Undergraduate Accounting student with interests in tax, accounting and finance. I'm a highly motivated, responsible, with high commitment to work. I have been equipped myself with various skills, organization experience, courses and internship to help myself adapt in professional career. My objective is to obtain more experience that will enable me to utilize my skills and make a contribution to the organization's goals.

### EDUCATION

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**Universitas Pembangunan Jaya** August 2020 – Present  
Bachelor's degree in Accounting | GPA 3.68

### EXPERIENCE

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**PT. Godiva Caraka Konsultama (GCK Consulting)** June – September 2023  
Tax & Accounting Intern

- Responsible in managing tax obligation for 7 clients from various sector.
- Responsible in making tax compliance, creating tax invoice, and bank reconciliation.
- Calculating PPh 21, 23, 4 (2) and VAT, reporting monthly tax return (SPT Masa)
- Responsible in bookkeeping process and creating financial statement.

**Finance Unit of Universitas Pembangunan Jaya** July – September 2022  
Stock Opname Staff

- Calculating university's assets.
- Ensuring accuracy of data from the system with actual assets condition.
- Compile and archive data of calculated assets.
- Input and recheck data of calculated assets.

### ORGANIZATION

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**Tax Center Universitas Pembangunan Jaya** December 2022 – Present  
Chairman

- Organizing unit's work and activities also arranging meeting's needed.
- Maintain a good relationship with DJP, KPP and every units at university.
- Involved in serving taxpayer to report their annual income tax through Tax Center.

### COURSES

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**Brevet A & B** May 2023  
Ikatan Akuntan Indonesia (IAI)

### SKILLS & LANGUAGES

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Time Management, Problem Solving, Detail-Oriented, Team Work, and Communication

Mircosoft Office: Ms. Word, Ms. Excel, dan Ms. Power Point

Bahasa Indonesia, English