

Salwaa Ashilah Ramadhanti

Accountant

PROFESSIONAL SUMMARY

Accounting graduate with extensive experience across the logistics, retail, and service industries. Proficient in managing the full accounting cycle, from daily journaling to preparing financial statements (Balance Sheets & Profit/Loss). Skilled in tax administration (VAT & PPh 21), cash flow management, and inventory control through stock takes. An adaptive, detail-oriented professional focused on operational efficiency.

WORK EXPERIENCE

ACCOUNTING INTERNSHIP

PT. Sinergi Mitra Investama

Jul 2019 — Dec 2019

Gresik, Indonesia

- Processed financial transactions to ensure data accuracy and maintain compliance with accounting standards.
- Reconciled account discrepancies to improve accuracy of financial statements and support audit readiness.
- Prepared journal entries to facilitate timely month-end and year-end closing activities.
- Collaborated with cross-functional teams to streamline invoice processing and enhance workflow efficiency.
- Verified expense reports against company policies to uphold internal control standards.

LOGISTIC & FINANCE TAX INTERNSHIP

PT. Intidaya Dinamika Sejati

Jan 2024 — Jul 2024

Surabaya, Indonesia

- Processed tax documentation to ensure accurate financial reporting and compliance with regulatory standards.
- Collaborated with cross-functional teams to align logistics operations with tax requirements, improving process efficiency.
- Analyzed transaction records to identify discrepancies, enhancing data accuracy and audit readiness.
- Coordinated timely submission of tax filings to maintain adherence to statutory deadlines and reduce compliance risks.
- Managed tax documentation and conducted financial reconciliations to ensure compliance with Indonesian tax regulations, resulting in accurate reporting and optimized financial operations.
- Managed tax documentation and compliance processes within logistics and finance operations, enhancing accuracy and ensuring timely regulatory submissions at PT. Intidaya Dinamika Sejati.

FINANCE (CONTRACT)

Giga Nusa Corporation (Arkanza Cafe)

Sep 2024 — Dec 2024

Sidoarjo, Surabaya

- Processed financial transactions to ensure accuracy and compliance with regulatory standards, improving overall data integrity.
- Coordinated cross-functional teams to streamline budgeting workflows, enhancing process efficiency and timely financial reporting.
- Reviewed and reconciled account discrepancies to maintain audit readiness and strengthen internal controls.
- Analyzed financial data to identify cost-saving opportunities, supporting strategic decision-making and operational optimization.
- Prepared detailed reports for stakeholders, increasing transparency and facilitating informed business planning.
- Managed financial reporting, budgeting, and cash flow analysis to optimize resource allocation and enhance profitability for Giga Nusa Corporation's Arkanza Cafe.

ACCOUNTING STAFF

PT Rahmat Alam Sejahtera

Dec 2024 — Apr 2026

Surabaya, Indonesia

- Processed daily financial transactions to maintain accurate general ledger records and ensure timely month-end closing.
- Reconciled bank statements and accounts to identify discrepancies and uphold financial integrity and compliance.
- Collaborated with internal departments to gather documentation and resolve invoice and payment issues, improving process efficiency.
- Monitored accounts payable and receivable workflows to accelerate cash flow and optimize working capital management.
- Prepared routine financial reports to provide management with clear insights into budget adherence and expenditure control.
- Managed accurate recording and reconciliation of financial transactions, ensuring compliance with accounting standards and timely preparation of financial reports to support strategic decision-making at PT Rahmat Alam Sejahtera.
- Managed daily financial transactions, reconciled accounts, and prepared accurate financial reports to ensure compliance and support strategic decision-making at PT Rahmat Alam Sejahtera.

EDUCATION

ACCOUNTING <i>SMK Wijaya Putra</i>	Aug 2018 - Jun 2021 Surabaya, Indonesia
• score: 86.00 / 100.00 Certification: Basic Accounting Competency Exam (USKAD) by IAI (2019).	
ASSOCIATE DEGREE IN ACCOUNTING <i>Universitas Hayam Wuruk Perbanas</i>	Sep 2021 - Sep 2024 Surabaya, Indonesia
• GPA: 3.62 / 4.00 Certifications: Brevet A & B, TOEFL Score 450 (2023). Projects: Implemented financial reporting for MSMEs (Depot Air Bilqis & Salwa Laundry).	
BARCHELOR'S DEGREE <i>Universitas Hayam Wuruk Perbanas</i>	Mar 2025 - Dec 2026 Surabaya, Indonesia
• GPA: 3.64 / 4.00 Certifications: ERP SAP, TOEFL Score 450 (2026)	

SKILLS, ACHIEVEMENTS & OTHER EXPERIENCES

Team work(*Soft Skill*), Time Manajement(*Soft Skill*), Problem-solving(*Soft Skill*), Creative(*Soft Skill*), Event Planning(*Soft Skill*), Communication(*Soft Skill*), Microsoft Office(*Hard Skill*), MYOB(*Hard Skill*), Excel For Accounting(*Hard Skill*), Design Grafis (Canva, Ibis Paint, Picsart)(*Hard Skill*), Accurate(*Hard Skill*), ERP(*Hard Skill*), Google sheet(*Hard Skill*), Data reconciliation, Inventory management, Financial reporting.

COURSES

TOEFL <i>Universitas Hayam Wuruk Perbanas</i>	Aug 2024
SERTIFIKASI UJIAN STANDAR KEAHLIAN AKUNTANSI DASAR IAI (USKAD) <i>IAI (Ikatan Akuntansi Indonesia)</i>	Jan 2019
BREVET A&B <i>IAI (Ikatan Akuntansi Indonesia)</i>	Sep 2024
SAP ERP <i>Universitas Hayam Wuruk Perbanas</i>	Nov 2026

ORGANIZATIONAL EXPERIENCE

HEAD OF PROJECT IMPLEMENTATION	Oct 2022 — Dec 2022 Surabaya
• Delegated tasks and monitored division progress	
DEVELOPMENT DIVISION	Sep 2022 — Jun 2023 Surabaya
• Handling UPKM Komtif Instagram feeds, Providing material on computer software to coaching students, Being an MC at routine meetings	
HEAD OF THE SECRETARIAT	Jun 2022 — Jun 2022 Surabaya
• Making event posters, Making certificates for committee members, participants and presenters, Monitoring and assisting with members' job descriptions	
TREASURER	Sep 2022 — Sep 2022
• Managed monthly activity budgets and financial reports	
PUBLIC RELATIONS & DOCUMENTATION	Aug 2023 — Aug 2023
• Taking documentation during the event, Doing live reports, Creating event Instagram feeds	

**PUBLIC RELATIONS, PUBLICATION &
DOCUMENTATION**

Jan 2023 — Jan 2023

- Create event twibbon, Contact alumni, Contact event media partners

DEVELOPMENT DIVISION

Nov 2022

- Create a Zoom background design for an event, create a twibbon for the event, and become an MC during the event.