

Destimira Riza, S.E

Finance & Accounting | Financial Reporting | Tax Compliance | Internal Control

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PROFILE

Finance and Accounting professional with extensive experience across Pharmaceutical & Cosmetics Distribution, FMCG, Mining, and E-commerce industries. Experienced in financial reporting, cash and bank reconciliation, accounts payable and receivable, budgeting, cost control, tax compliance, invoice processing, and internal control. Proven ability to improve reporting accuracy, strengthen financial processes, and support management decision-making through effective stakeholder coordination. Holds a Bachelor's Degree in Finance Management, cum laude, with a GPA of 3.62/4.00, and certifications in Data Analytics, Taxation, and Microsoft Office. Proficient in SAP FI/CO, Accurate, Microsoft Excel, and Google Sheets.

Professional Development (February 2026 – Present)

- Completed online courses in Taxation and Data Analysis, building skills in financial system and data driven insights
- Worked as a Freelancer (Commercial Lease Administrator and Virtual Assistant), creating engaging content for clients, improving branding and digital communication capabilities
- Volunteered, contributing to community programs and developing collaboration and project support skills

WORK EXPERIENCE

Finance | Cash Management and Reconciliation

PT. Artha Pradja Mandiri

Distributor of Pharmaceuticals and Cosmetics

October 2023 – February 2026

Padang, Indonesia

- Achieved 100% accuracy in daily transaction recording, measured by zero-discrepancy cash and bank reconciliations, by implementing internal controls on every cash receipt and disbursement process and maintaining well-organized supporting documentation.
- Delivered 100% on-time daily, weekly, and monthly cash reporting through effective coordination with Finance and Sales teams.
- Maintained zero discrepancy findings in petty cash checks by consistently applying cash handling and reporting procedures.

Finance Accounting Site

PT. Bahana Selaras Alam

Mining

February 2023- August 2023

Jambi, Indonesia

- Prepared accurate and timely monthly, quarterly, and annual financial statements for management reporting.
- Improved tracking of expenses, revenue, and profit by developing and maintaining an internal accounting tracking system.
- Streamlined the financial reporting process by implementing an improved accounting workflow.
- Coordinated with central Accounting and Finance teams to ensure reporting accuracy and timely submission.

Finance Officer

PT. Tigaraksa Satria, Tbk

Distributor FMCG

June 2021 - November 2022

Padang, Indonesia

- Managed Accounts Payable (AP) and Accounts Receivable (AR) transactions worth approximately Rp1 billion per month, maintaining timely billing and collection through aging monitoring and stakeholder coordination.
- Achieved full tax compliance for company reporting, measured by on-time submissions and minimal tax return corrections, by preparing, calculating, and adjusting tax documents (PPh 21, 23, Final) in line with applicable regulations.
- Achieved reduced operating expenses, measured by cost savings versus prior periods, by designing and implementing new budgeting strategies.

- Achieved full transparency of the company's financial position for management, measured by complete and timely monthly and annual cashflow, P&L, and balance sheet reports, by preparing financial reports and presentations for stakeholders.

Operations Analyst

PT. Shopee International Indonesia

April 2019 - March 2021

E-Commerce

Jakarta, Indonesia

- Improved payment transaction reconciliation accuracy across multiple payment channels through regular transaction monitoring and documentation.
- Reduced unresolved seller and buyer escalations through cross-functional coordination with Customer Service, Payments, and Content teams.
- Improved team efficiency by developing and documenting call center SOPs and FAQs to reduce repetitive inquiries.
- Supported continuous process improvement through transaction monitoring and operational documentation.

Desk Collections

MNC Sky Vision (MNC Group)

February 2018 - February 2019

Media

Jakarta, Indonesia

- Prepared regular billing and collection reports to improve management visibility.
- Monitored Accounts Receivable (AR) and collection activities to support timely customer payments.
- Improved billing and invoicing accuracy by developing and implementing billing, invoice issuance, and collection SOPs.
- Strengthened internal controls to minimize recurring billing and recording errors.

Finance Staff

CV. Ratu Mitra Wahana

August 2017 - December 2017

Distributor of Electronics

Padang, Indonesia

- Supported external audit processes, measured by complete and on-time financial statement documentation, by assisting in the preparation of financial statements in compliance with applicable regulations.
- Maintained accurate cash and bank balances, measured by zero-discrepancy monthly reconciliations, by performing regular bank reconciliations.
- Safeguarded the integrity of financial data, measured by minimal data discrepancy findings during audits, by developing and implementing internal control procedures.

EDUCATION

Bachelor's Degree in Finance Management - cum laude, GPA 3.62

2013 - 2017

Bung Hatta University

Padang, Indonesia

SKILLS AND LANGUAGE

Technical Skills and Finance Accounting

Invoice Processing, Account Payable (AP), Account Receivable (AR), Budgeting & Forecasting, Cost Control, Data Analysis, Financial Analysis, Internal Control, Tax Compliance (PPH 21, PPH 23, PPN), SOP Development & Process Improvement,

Software

Microsoft Excel (Advanced : VLOOKUP/HLOOKUP, Pivot Tables, IF Function), Microsoft Word (Advanced), Microsoft PowerPoint (Intermediate), SAP FI/CO, Accurate, Zahir, E-Faktur, E-Bupot.

Soft Skills

Stakeholder Management, Cross-functional Collaboration, Problem Solving, Attention to Detail, Communication

Languages

Indonesia (Native)

English (Intermediate)

COURSES & CERTIFICATIONS

- Basic Taxation - MySkills (2026)
- Google Apps Script - Coursera (April 2025)
- Data Analytics, IBM - Coursera (June 2024)
- Foundations of Digital Marketing and E-commerce - Coursera (August 2023)
- Microsoft Office - GCF Global (July 2023)
- Business Communication and WordPress, GCF Global (September 2023)

EXTRACURRICULAR ACTIVITIES

- Volunteer**
Arah Pemuda and 1000 Guru Sumbar

January 2023 - September 2024
Jakarta and Padang, Indonesia

 - Assisted in designing and implementing community programs, facilitated workshops on leadership and entrepreneurship, and supported fundraising and reporting for stakeholders.
- Member, Satgas Stunting**
BKKBN Sumatera Barat

January 2022 - March 2022
Sumatera Barat, Indonesia

 - Conducted data collection and analysis on child nutrition, coordinated with health departments and local organizations, and prepared progress reports for stakeholders.
- Member, HIMA Management**
Bung Hatta University

June 2014 - August 2016
Padang, Indonesia

 - Organized seminars, workshops, and training sessions on management topics, public speaking, and time management for university members.