

DARA SHALIHATI

Bogor, Indonesia | +62 953 3374 4911 | dshalihati@gmail.com

LinkedIn: <https://www.linkedin.com/in/darashalihati>

Professional Summary

Detail-oriented Finance Staff with over 2 years of hands-on experience in invoice processing, tax reporting, and payment systems. Proficient in Microsoft Excel, Oracle, and Core Tax applications. Known for accuracy, efficiency, and a strong ability to work under pressure. Passionate about growing in a dynamic and fast-paced finance environment.

Work Experience

Finance Administration Staff - PT. Gamatama Sentra Sejahtera

Jakarta, Indonesia | July 2023 - Present

- Created and uploaded daily payment invoices using Core Tax.
- Collected receivables and managed vendor payments via BTN Cash Management.
- Prepared and reported monthly tax (PPh 21, 23, 25, and VAT) including online SPT submissions.
- Managed BPJS Kesehatan and Ketenagakerjaan documentation and payment processes.
- Inputted daily journals and supported monthly financial reporting.

Cash Out Support (Finance) - Lawson Indonesia

Jakarta, Indonesia | January 2023 - June 2023

- Processed and verified 30+ vendor invoices daily, including stamping and signing documents.
- Calculated PPh and VAT using Excel formulas and recorded tax invoice numbers.
- Entered 100+ invoices monthly into the Oracle system for payment processing.
- Uploaded payment data to KlikBCA and coordinated approvals with supervisors.
- Maintained communication with vendors regarding payment status via calls and messages.

Tax Volunteer Intern - Directorate General of Taxes (DJP)

Bogor, Indonesia | January - April 2022

- Assisted 5+ taxpayers daily in online income tax reporting (PPh 21).
- Supported tax outreach programs in hospitals, shopping centers, and public spaces.
- Guided users through account creation, data entry, and submission processes via pajak.go.id.

Education

Bachelor of Management (Sarjana Manajemen)

Institut Bisnis dan Informatika Kesatuan (IBI Kesatuan) | Bogor, Indonesia | 2018 - 2022

GPA: 3.60 / 4.00

Skills & Tools

- Finance Tools: Oracle Forms, Core Tax, Klik BCA, BTN Cash Management

- Microsoft Office: Excel (Formulas & Pivot), Word, PowerPoint
- Tax Knowledge: PPh 21, 23, 25, VAT (PPN), SPT reporting
- Language: English - Limited Working Proficiency (TOEFL Score: 504)
- Others: EViews - Basic

Organizational Experience

Capital Market Club Member - IBI Kesatuan

Sept 2018 - Jan 2019

- Learned the basics of stock trading and capital market operations.
- Participated in introductory investment workshops for new students.

Nomor Ijazah / Diploma Number : 612012022001220



INSTITUT BISNIS DAN INFORMATIKA KESATUAN

SK. Menristekdikti No. 764/KPT/I/2019
Decree of the Ministry of Research, Technology and Higher Education (Menristekdikti) No. 764/KPT/I/2019
Akreditasi B BAN-PT No. 5770/SK/BAN-PT/Ak-PNB/S/IX/2020
Accredited B by the National Accreditation Agency for Higher Education (BAN-PT) No. 5770/SK/BAN-PT/Ak-PNB/S/IX/2020

Memberikan Ijazah kepada
Awards the Diploma to

Dara Shalihati

NPM: 181110216

Student Registration Number: 181110216

NIK: 3271045711000009

National ID Number: 3271045711000009

Lahir di Jakarta, tanggal 17 Nopember 2000
Born in Jakarta, on November 17, 2000

Telah lulus Program Pendidikan Sarjana pada Program Studi Manajemen
Graduated the Undergraduate Program in the Study Program of Management

pada tanggal 14 Juni 2022 dan kepadanya diberikan gelar
On the date June 14, 2022 and to her is awarded the title

Sarjana Manajemen (S.M.)

Bachelor of Management (S.M.)

beserta segala hak dan kewajiban yang melekat dengan gelar tersebut.
With all the rights and obligations pertaining to this degree

Rektor,
Rector

Prof. Dr. Moermahadi Soerja Djanegara,
S.E., M.M., Ak., CPA., CA., CSFA., ASEAN CPA. f



Bogor, 31 Agustus 2022
Bogor, August 31, 2022

Dekan Fakultas Bisnis,
Dean of Faculty of Business

Dr. Ratih Puspitasari, S.E., M.B.A.



INSTITUT BISNIS DAN INFORMATIKA KESATUAN

Jl. Ranggagading No. 1 Tlp. (0251) 8358787, 8381112 Fax: (0251) 8319925 Bogor 16123
https://www.ibik.ac.id - email : info@ibik.ac.id

FAKULTAS BISNIS FACULTY OF BUSINESS PROGRAM STUDI MANAJEMEN STUDY PROGRAM OF MANAGEMENT

TRANSKRIP AKADEMIK ACADEMIC TRANSCRIPT No 1220/111/IBIK/VIII/2023

Nama / Name: Dara Shalihati
Nomor Pokok Mahasiswa / Student Registration Number: 181110216
Tempat & Tanggal Lahir / Place & Date Of Birth: Jakarta, 17 November 2000 / November 17, 2000
Tanggal Lulus / Date Of Completion: 14 Juni 2022 / June 14, 2022
Jenjang Pendidikan / Level Of Education: Strata 1 / Undergraduate Program

NO	KODE/ CODE	MATA KULIAH	SUBJECT	SKS/ CREDIT	NILAI/ GRADE
1	MNCA3A3	Aksi Korporasi	Corporate Action	3	B
2	MNCA2A3	Akuntansi Biaya	Cost Accounting	3	A-
3	MNJA1D3	Akuntansi Keuangan	Financial Accounting	3	B
4	MNCA2G3	Akuntansi Manajemen	Management Accounting	3	A-
5	MNCA3B3	Analisis Efek Pendapatan Tetap	Fixed Income Effect Analysis	3	A
6	MNCA4A3	Analisis Ekonomi Keuangan Dan Bisnis	Financial And Business Economics Analysis	3	B+
7	MNCA3D3	Analisis Ekuitas	Equity Analysis	3	B-
8	MNCA3I3	Analisis Fundamental	Fundamental Analysis	3	B+
9	MNCA2H3	Analisis Investasi Aset Riil	Real Asset Investment Analysis	3	A-
10	MNJ04G3	Analisis Quantitative	Quantitative Analysis	3	A-
11	MNCA3K3	Analisis Sekuritas Derivatif	Derivative Securities Analysis	3	A-
12	MNCA2K3	Analisis Teknikal	Technical Analysis	3	B+
13	MNJ02A2	Aspek Hukum Dlm Bisnis&Ekonomi	Legal Aspects In Business And Economics	2	B+
14	IBIA1L3	Bahasa Indonesia	Indonesian	3	A
15	MNCA4B2	Bahasa Inggris Bisnis	Business English	2	A
16	MNJ31D2	Bahasa Inggris I	English I	2	B
17	MNJ32B2	Bahasa Inggris II	English II	2	A
18	MNCA3L3	Ekonomi Internasional	International Economy	3	A-
19	MNAA4A2	Ekonomi Lingkungan	Environmental Economics	2	A-
20	MNCA4C3	Financial Modelling	Financial Modeling	3	A
21	MNCA2M3	Hukum Dan Etika Pasar Modal	Capital Market Law And Ethics	3	A
22	MNAA4B3	Kewirausahaan	Entrepreneurship	3	A-
23	MNAA3B3	Komputer Keuangan Terapan	Applied Finance Computer	3	A-
24	MNJ03B3	Komunikasi Bisnis	Business Communication	3	A
25	MNJA1A3	Manajemen Bisnis	Business Management	3	A-
26	MNCA3M3	Manajemen Investasi Dan Portofolio	Investment And Portfolio Management	3	B+
27	MNCA3E3	Manajemen Keuangan Internasional	International Financial Management	3	B+
28	MNCA3F3	Manajemen Modal Kerja	Working Capital Management	3	A
29	MNJA1G3	Manajemen Pemasaran	Marketing Management	3	A-
30	MNJ13C3	Manajemen Perusahaan Publik	Public Company Management	3	A-
31	MNJ05A3	Manajemen Risiko Bisnis	Business Risk Management	3	B
32	MNJA1B3	Matematika Bisnis Dan Keuangan	Business Mathematics And Finance	3	A
33	IBIA3B3	Metodologi Penelitian Riset Ekuitas	Equity Research Methodology	3	B
34	MNJ31I3	Pancasila & Kewarganegaraan	Pancasila And Citizenship	3	A-
35	MNJ13D3	Pasar Modal & Mksm Prdgn Saha	Capital Market And Stock Trading Mechanism	3	B
36	FBMA1F3	Pendidikan Agama Islam	Islamic Education	3	A-
37	MNJA1C3	Pendidikan Karakter	Character Education	3	A
38	MNCA2N3	Penganggaran Perusahaan	Corporate Budgeting	3	A



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FAKULTAS BISNIS
FACULTY OF BUSINESS
PROGRAM STUDI MANAJEMEN
STUDY PROGRAM OF MANAGEMENT

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NO	KODE/ CODE	MATA KULIAH	SUBJECT	SKS/ CREDIT	NILAI/ GRADE
39	FBMA1C3	Pengantar Akuntansi	Introduction To Accounting	3	B+
40	IBIA1O3	Pengantar Aplikasi Komputer	Introduction To Computer Application	3	A-
41	MNJA2A3	Pengantar Ekonomi Makro	Introduction To Macroeconomics	3	A-
42	MNJ02D3	Pengantar Ekonomi Mikro	Introduction To Microeconomics	3	A
43	MNAA2G3	Pengantar Ekonomi Moneter	Introduction To Monetary Economics	3	A
44	MNJ13A3	Pengetahuan Efek&Instrmn P.Mdl	Knowledge Of Securities And Capital Market Instruments	3	A
45	MNAA2C3	Perpajakan	Taxation	3	A-
46	MNCA3O3	Restrukturisasi Modal	Capital Restructuring	3	A-
47	FBMA4A3	Seminar Proskrip	Proscript Seminar	3	B
48	FBMA4B6	Skripsi	Thesis	6	A-
49	MNJ12E2	Statistika Ekonomi & Bisnis I	Statistics For Economics And Business I	2	A-
50	MNCA3H3	Struktur Keuangan Dan Modal	Financial And Capital Structure	3	B

Pencapaian Akademik / Academic Achievement

SKS (Satuan Kredit Semester) Total / Total Credits : 147 SKS / Credits
IPK (Indeks Prestasi Kumulatif) / Grade Point Average : 3,60 (dari / out of 4,00)
Yudisium / Judicium : **PUJIAN / CUMLAUDE**



Bogor, 31 Agustus 2022
Bogor, August 31, 2022
Dekan Fakultas Bisnis
Dean Of Faculty Of Business

[Signature]
Drs. H. Puspitasari, S.E., MBA.

Course Completion

This is to certify that

Dara Shalihati

Has Successfully completed a comprehensive training program for

in-house IBI Kesatuan Registered Securities Analyst (RSA®)

Batch 1

9 Juni 2022 - 18 Juni 2022

A handwritten signature in black ink, appearing to read 'Aria Samata Santoso'.

Aria Samata Santoso



Relawan
Pajak

PIAGAM PENGHARGAAN

Nomor: 00536/WPJ.33/PGM/2022

diberikan kepada

Dara Shalihati

Atas partisipasinya sebagai **Relawan Pajak**
selama 160 jam dengan waktu pelatihan 7 jam
pada tahun 2022 di Kantor Wilayah DJP Jawa Barat III



Bogor, 3 November 2022

Kepala Kantor Wilayah DJP
Jawa Barat III

LUCIA WIDIHARSANTI

ENGLISH ASSESSMENT TEST

This is to certify that

Dara Shalihati

Took an ENGLISH ASSESSMENT TEST – TOEFL BASED at **GRAMEDIA ACADEMY**
on **Saturday, 7 August 2021** and attained the following score

Listening	:	59
Structure	:	46
Reading	:	48
Total Score	:	51
Proficiency Level	:	Intermediate 2

This certificate is valid for **1(one) Year** as from the testing date above mentioned.

Jakarta, 31 Agustus 2021



Tunti Desiani

Gramedia Academy Manager

See the score chart overleaf

**English Assessment Test Score
vs
Approximate TOEFL Score**

Proficiency	EAT Score	Approximate TOEFL Score	Proficiency	EAT Score	Approximate TOEFL Score
Elementary 1	0 – 34	310 – 346	Intermediate 2	50 – 53	495 – 531
Elementary 2	35 – 38	347 – 383	Upper-Intermediate 1	54 – 56	532 – 568
Pre-Intermediate 1	39 – 42	384 – 420	Upper-Intermediate 2	57 – 60	569 – 605
Pre-Intermediate 2	43 – 45	421 – 457	Advanced 1	61 – 64	606 – 642
Intermediate 1	46 – 49	458 – 494	Advanced 2	65 – 67	643 – 677