

AZA NOORIZQIA AUGUSTHA PUTRI

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PROFILE

Accounting professional with a Bachelor's degree in Accounting from Universitas Sebelas Maret (GPA 3.91/4.00) and experience in billing, accounting, and financial administration. Experienced in Accounts Receivable (AR), Accounts Payable (AP), invoicing, journal entries, account reconciliation, payment processing, revenue tracking, petty cash, and expense reporting. Proficient in Jurnal.id, SAP Financial Accounting, Microsoft Excel, and Google Workspace, with strong attention to detail, accuracy, and financial documentation.

TECHNICAL SKILLS

Accounting & Finance : Accounts Receivable (AR), Accounts Payable (AP), Invoicing & Billing, Journal Entries, Account Reconciliation, Petty Cash, Payment Processing, Expense Reporting, Revenue Tracking, Financial Reporting, Tax Reporting

Software : Jurnal.id, SAP Financial Accounting, Microsoft Excel, Google Workspace, Microsoft Word

Languages : Indonesian (Native), English

WORK EXPERIENCE

Billing and Accounting Staff | PT Labiru Grup Indonesia

October 2025 - Present

- Processed and recorded 500+ financial transactions and journal entries, maintaining accurate and complete accounting records using Jurnal.id.
- Prepared and issued 200+ customer invoices and monitored Accounts Receivable (AR) to support timely customer payments and accurate outstanding balances.
- Monitored Accounts Payable (AP), vendor payment schedules, and project-related expenses to ensure timely and accurate payment processing.
- Prepared and maintained project revenue summaries, expense reports, and petty cash records to support financial monitoring and monthly reporting.
- Performed financial document verification and transaction reconciliation to ensure the accuracy and completeness of accounting records.

Policy Implementation and Payment Systems Division Intern | Central Bank of Indonesia

December 2024 - January 2025

- Organized and maintained 150+ financial and operational documents, ensuring accurate documentation and efficient record retrieval.
- Prepared 3+ financial literacy materials to support institutional programs and stakeholder communication.

Tax Intern | Direktorat Jenderal Pajak

January 2024 - May 2024

- Assisted in preparing and reviewing individual SPT tax returns (1770, 1770 S, and 1770 SS) and performed NIK-NPWP data reconciliation for 10+ taxpayers.
- Reviewed taxpayer documentation and provided administrative support for tax reporting and compliance at the University Tax Center.
- Assisted taxpayers with SPT filing procedures and required supporting documents, ensuring accurate and complete tax submissions.

Funding Officer Intern | PT Bank Rakyat Indonesia Tbk

January 2024 - February 2024

- Processed and recorded 50+ loan applications and new account opening documents in banking administrative systems.
- Verified customer documentation and data accuracy to ensure complete and compliant administrative records.
- Supported QRIS onboarding and customer account registration activities.

Regional Budget Intern | BPKPAD Purworejo Regency

July 2023 - August 2023

- Compiled and analyzed budget allocation data for 469+ villages using Microsoft Excel, supporting monitoring of village funds, RT/RW funds, and incentive distributions.
- Organized and maintained regional financial documentation for the 2023 fiscal budget to support administrative reporting.

EDUCATION

Sebelas Maret University | Bachelor of Accounting

August 2021 - May 2025

GPA: 3.91/4.00

CERTIFICATIONS

- **Pratama Accounting Technician** - BNSP
- **Accounting Technician** - BNSP
- **SAP AC010 - Business Processes in Financial Accounting** - EduGate
- **SAP01 - Overview** - EduGate
- **Belajar Mengolah & Visualisasi Data menggunakan Google Sheets** - Entrefine
- **English Test for Academic Purposes (EAP)** - Language Center, UNS

ORGANIZATIONAL EXPERIENCE

Head of the managerial and fiscal division | BEM UNS

March 2023 - December 2023

- Coordinated 6 staff members in managing organizational budgets, fund allocations, bookkeeping, and financial reporting.
- Maintained financial records and reporting for 7 months of organizational operations.

Additional Activities:

- External Staff - Kelompok Studi Bengawan
- Student Welfare & Advocacy Staff - BEM FEB UNS
- Research Assistant - FEB UNS
- Treasury Staff - Financial Management Research Group FEB UNS