

DHIMAS SURYA SETYA AJI ROFI'I (DHIMAS)

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BNSP-Certified Securities Analyst (CSA) and Applied Finance Graduate with hands-on experience in financial operations, fund accounting, and tax administration. Proven track record in managing end-to-end invoicing, cash flow monitoring, bank reconciliations, and P&L analysis. Adept at leveraging financial tools to minimize transaction discrepancies and support strategic cost-efficiency decisions. Passionate about financial analysis and cost-efficiency strategies, with a strong drive to continuously grow and deliver impactful financial contributions to the company.

EDUCATION

Jakarta State Polytechnic

2021 - 2025

Bachelor of Applied Financial Management, GPA 3.67/4.00

WORK EXPERIENCES

PT Reka Mulia Konstruksi.

Okt 2025 - Present

Finance Staff (Full-Time)

- Manage end-to-end invoicing process, ensuring 100% alignment with POs, contracts, and delivery receipts.
- Oversee Accounts Payable (AP) and Accounts Receivable (AR), communicating with clients to expedite payment collection and reduce outstanding receivables.
- Execute daily financial transaction recordings, cash flow management, and monthly bank reconciliations.
- Prepare monthly financial reports and cash-in projections to drive data-backed decision-making for management.
- Conduct project-based P&L analysis by tracking actual vs budgeted expenses against project revenue.
- Maintain structured vouching and transaction supporting documents to ensure seamless audit readiness.

PT Cipta Krida Bahari.

Sep 2024 - Jan 2025

Tax Admin (Intern)

- Managed the end-to-end process of tax document administration, from meticulous collection and compilation to systematic archiving, enhancing overall team efficiency and compliance.
- Contributed to the integrity of financial data by collaborating with the tax team to prepare and reconcile financial records, which was essential for accurate tax reporting.
- Executed a comprehensive document management system for tax administration, which included the diligent compilation and secure archiving of tax invoices and withholding slips to facilitate a smooth audit trail.

PT Bank Mandiri (Persero) Tbk.

Feb 2024 - May 2024

Fund Accounting (Intern)

- Calculated daily Net Asset Value (NAV) for mutual funds across equity, fixed income, and money market instruments.
- Managed portfolio financial reporting and reconciliation in strict compliance with OJK regulations and PSAK standards.
- Assisted in project-based P&L analysis for fund structures, identifying cost drivers and potential revenue leakage.
- Ensured all fund activities adhered to investment guidelines, providing a foundation for understanding regulatory frameworks in Indonesia's capital markets.

EVENTS & ORGANIZATIONAL EXPERIENCES

Accounting Fair 2023

Apr 2023 - Jun 2023

Project Officer

- Managed a team of 120 members and oversaw 5 external events alongside 5 seminar workshops for accounting majors.
- Conceptualized and organized a large-scale event attended by 1,000+ participants.
- Coordinated with the Vice Project Officer to mobilize staff and ensure high-quality execution throughout the event.

- Managed a team of 7 members handling administrative correspondence for departmental activities.
- Analyzed industry trends and developments to identify key innovation opportunities.
- Contributed to the formulation of strategic concepts and ideas for new organizational programs.

- Managed a 2-person team responsible for all organizational correspondence activities.
- Conceptualized and directed administrative agendas and program initiatives for the operational period.
- Facilitated the compiling, archiving, and reporting of all required organizational documentation.

CERTIFICATION

- Certified Securities Analyst Capital Market Professional Certification Board – BNSP | No.Reg.KEU.211.02615 2024
Competent in: Securities Analysis and Affiliate Securities Analyst | Issued: October 2024, Valid for 3 Years
- TOEFL ITP – Score: 520 | Issued by LIA | 2025

SKILLS

- **Finance & Accounting Skills:** Financial Statement Analysis, Invoicing & Billing, AP/AR Management, Cash Flow Forecasting, P&L Analysis, Bank Reconciliation, Fund Valuation (NAV Calculation), Tax Administration (VAT/WHT).
- **Advanced Microsoft Excel:** XLOOKUP/VLOOKUP, Pivot Tables, Data Summarization, Financial Modeling, Scenario Analysis, & Dynamic Reporting.
- **Languages & Certifications:** English (TOEFL ITP: 520), Certified Securities Analyst (CSA - BNSP)