

## CURRICULUM VITAE

**Hana Nur Rofiah**

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Cirebon, Indonesia

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Detail-oriented accounting fresh graduate with hands-on experience in administrative operations, sales reporting, invoice management, and payment tracking. Experienced in handling customer data administration, monitoring leads through Google Sheets, and supporting monthly revenue targets in a fast-paced working environment. Possess strong analytical thinking, budgeting knowledge, and financial reporting understanding, supported by a Tax Brevet certification and organizational leadership experience. Fast learner, responsible, and adaptable with strong interest in finance, accounting, and auditing roles.

### EDUCATION

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**S1 Accounting, Universitas Pembangunan Nasional Veteran Yogyakarta** Graduate 2026  
GPA : 3.80/4.00

Course: General Mining Accounting, Cost Accounting, Financial Statement Analysis, Internal Auditing.

Published research article in SINTA 3 accredited journal: "Perbandingan Akurasi Model Altman, Zmijewski, dan Grover untuk Memprediksi Financial Distress Industri Media Hiburan". Owner: Riset dan Jurnal Akuntansi, Volume 10 Issue 3, July 2026.

Project: Internal Auditing UMKM in Yogyakarta

### EXPERIENCE

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**Administrative Marketing Staff** November 2025 - Present

**Dialogika: Public Speaking Class**

- Managed customer data administration and lead tracking using Google Sheets.
- Prepared and issued invoices for customers while monitoring payment status and down payment follow-ups.
- Organized customer chat labels and administrative records to improve workflow efficiency.
- Supported monthly sales operations and contributed to achieving 13.7% ROI (Return on Investments).
- Assisted in sales reporting and daily administrative coordination using WhatsApp Business and ClickUp.

**Business Operations Coordinator** February 2025 - January 2026

**Koperasi Mahasiswa UPN Veteran Yogyakarta**

- Supported business profitability, achieving 9,6% net profit margin.
- Supervised daily business operations across multiple business units, including retail, rental services, graduation bouquets, and campus merchandise.
- Monitored financial transactions, cash flow records, and periodic financial reporting for each business unit.
- Coordinated with external vendors and business partners to maintain operational efficiency and product availability.
- Assisted in pricing decisions, stock management, and promotional planning to support stable sales performance.
- Led operational coordination and business strategy implementation within the division.

**Audit Internship**

January 2025

***Kantor Akuntan Publik Kumalahadi, Sugeng Pamudji & Rekan***

- Assisted in audit planning and financial statement examination processes during audit engagements.
- Maintained and classified audit documentation to support audit workflow and reporting.
- Collaborated with auditors and support teams to ensure efficient audit execution.

**Secretary & Treasury**

March 2023 – March 2024

***Forum Kopma UPN Veteran Yogyakarta***

- Managed administrative documentation and operational support during forum activities and events.
- Maintained financial records, including cash inflows and outflows, to support accurate financial administration.
- Coordinated partnership collaboration with Shopee Yogyakarta for a webinar on digital marketing implementation in e-commerce.
- Assisted in financial and operational coordination to ensure smooth execution of organizational programs.

**SKILLS**

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**Soft skill:** Analytical thinking, attention to detail, time management, fast learning ability, communication, customer service.

**Hard skill:** Financial reporting, general ledger, budgeting, financial statement analysis, invoice administration, audit documentation.

**Software & Tools:** Excel, Spreadsheet, Accurate, ClickUp, Whatsapp Business, Microsoft Office, Google Workspace, Draw.io

**Language:** Bahasa Indonesia (Fluent), English (Intermediate)

**CERTIFICATION AND COURSE**

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**Tax Brevet A & B Certified**

<https://drive.google.com/file/d/1HfwV5tbmQhEJ6f5d8gfz-5KS0cI92DY-/view?usp=sharing>

**Kelas Trader Pemula by Dian Permata Sari**

January – March 2024

<bit.ly/SertifikatKelasTraderPemula>