

Salsabila Shafa Tonia

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Accounting graduate with 3+ years of experience in audit, accounting, and finance, including experience at Forvis Mazars Indonesia, Qiscus Pte. Ltd., Otoritas Jasa Keuangan, and PT Undip Maju. Experienced in audit execution, financial reporting, account reconciliation, transaction testing, financial analysis, and internal control assessment, with hands-on proficiency in Xero and Accurate Accounting Software. Demonstrated ability to manage large volumes of financial data, communicate effectively with clients, and deliver accurate work within deadlines. Certified Medior Accounting Technician (BNSP) with strong analytical, problem-solving, teamwork, and leadership skills, and highly motivated to contribute to accounting, finance, and audit functions in a dynamic organization.



EDUCATION

Diponegoro University | S1 Accounting

Aug 2019 - Feb 2023

Area of Interest: Accountant, Finance Staff, Audit

EXPERIENCE

Assistant Audit | Forvis Mazars Indonesia

Oct 2023 – May 2026

- Assisted senior auditors in planning and executing 20 audit projects by collecting financial data, preparing working papers, and performing substantive procedures to ensure compliance with accounting standards and internal controls.
- Conducted control testing and transaction sampling using audit programs and standardized documentation formats, achieving 98% completeness in audit working papers and facilitating efficient review by senior auditors.
- Communicated directly with clients to understand business processes and gather audit evidence, contributing to the timely resolution of over 90% audit issues and the accuracy of financial reports.
- Participated in employee development initiatives, including audit methodology training and regulatory updates, enhancing audit execution quality and adherence to professional standards

Finance Staff Intern | Qiscus Pte. Ltd

Sep 2023 - Oct 2023

- Recorded daily financial transactions and performed bank and cash reconciliations using Xero Accounting Software, supporting the timely and accurate preparation of financial statements.
- Collected and organized audit documentation-including financial reports, ledgers, aging schedules, and tax filing by extracting data from ERP systems to ensure smooth internal and external audit processes.
- Supported the monthly budget and cost reporting process by compiling budget realization reports, expenditure breakdowns, and bank reconciliation data to monitor financial performance.
- Maintained business transaction documents by applying consistent file naming and categorization, ensuring 100% traceability and reducing administrative errors.
- Contributed to an ad-hoc product profitability analysis by preparing financial insights, and implemented improvements in bank reconciliation processes that reduced reporting discrepancies.

Finance Staff Freelance | PT Undip Maju

Feb 2023

- Inputted over 3,000 sales and purchase transactions into Accurate accounting software, improving financial data accuracy and reducing manual errors across the finance workflow.
- Collaborated the finance team in reviewing and verifying business transaction documents-such as invoices, receipts, and notes- to ensure alignment with accounting records and prevent discrepancies.
- Gained hands-on experience in accounting system operations by using Accurate software, contributing to faster financial reporting and enhanced operational efficiency.

Finance Staff Intern | Otoritas Jasa Keuangan

Mar 2022

- Reviewed over 300 account receivable and payable transactions using financial records to minimize the risk of bad debts and improve the accuracy of financial reporting.
- Organized and summarized 50+ incoming letters by categorizing and numbering them systematically, reducing the risk of document loss and streamlining internal communication.
- Ensured transaction accuracy by aligning daily financial activities.

ORGANIZATION

Senior Auditor | Badan Audit Kemahasiswaan FEB Undip

Jan 2022 - Dec 2022

- Led a 4 person audit team to assess student organizations' financial activities by reviewing budget plans, APB documents, and program expenditures, resulting in improved internal financial oversight and efficiency recommendations.
- Supervised checks on cash flow statements, supporting documents, and budget realization using document review and inquiry methods to ensure alignment with approved budgets and uncover control weaknesses.
- Provided audit findings and formal recommendations to student organizations after identifying discrepancies in spending practices, contributing to enhanced financial governance and compliance with faculty regulations.

CERTIFICATION

- **Medior Accounting Technician | BNSP**
- **Taxation Training BNSP | Piranha Smart Center**
- **TOEFL Prediction (Score 534) | Service English Unit FIB Diponegoro University**

SKILLS

Communication | Analytical Thinking | Negotiation | Problem-Solving | Leadership | Teamwork | Accounting | Microsoft Office | Risk Analysis | Financial Reporting | Xero Accounting Software | Accurate | Budget Preparation