



RHEAFI AKHLANITA WINDIAZ

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Bogor, West Java

Motivated economics graduate with strong interests in finance and administrative operations. Experienced in procurement workflows, financial documentation, contract verification, and audit preparation through a corporate internship at PT SMART Tbk. Complemented by government internship experience focused on data collection program evaluation, and stakeholder engagement across the agricultural sector. Skilled in maintaining accurate records, supporting budgeting activities, and ensuring organized administrative processes. Known for strong analytical thinking, reliability, and the ability to work efficiently in dynamic environments.

Work Experience

PT. Warung Tani Indonesia - Tangerang, Indonesia

Jun 2026 - Present

Category and Demand Staff

- Monitored and updated daily inventory data across 11 Warung Tani stores through POS and Accurate systems to ensure stock accuracy and product availability.
- Maintained and updated product master data, including active ingredients, product functions, and inventory information, ensuring data accuracy and completeness.
- Processed, analyzed, and developed weekly and monthly Top Brand and Top Member reports across 11 stores to identify sales trends and customer purchasing behavior.
- Analyzed and prepared weekly and monthly market share reports for BD products across 5 stores in Java, providing insights into product performance and competitive positioning.

PT. SMART Tbk (Sinar Mas Agribusiness and Food) - Jakarta, Indonesia

Nov 2025 - Jun 2026

National Operation Controller Intern

- Managed and validated 40+ procurement activities (SC, QCF, contract, and solar distribution) through Coupa and SRM systems, ensuring accuracy in pricing, quantities, and vendor data while maintaining consistent and reliable reporting.
- Analyzed and monitored 5 Project Budget Plans (RAP) regularly to support cost control, identify variances, and ensure alignment with project timelines and financial targets.
- Verified and processed vendor and insurance-related invoices, and prepared Payment Approval Memos (PAM) to ensure accurate, timely payments and minimize discrepancies.
- Prepared and submitted the monthly Insurance & IPT Checklist via the IPT Portal to support internal audit readiness and ensure compliance with corporate reporting standards.
- Reviewed and validated palm kernel inventory reports by checking quality parameters, including Free Fatty Acid (FFA), Dirt, and Moisture levels, to ensure data accuracy and compliance with quality standards.

Dinas Pangan, Pertanian, Peternakan, dan Perikanan - Blora, Central Java

Sep 2024 - Nov 2024

Agriculture Extension Intern

- Assisted Bappeda Blora Regency and the Mangrove Institute in collecting data across 8 sub-districts to evaluate the effectiveness of organic fertilizer utilization under the GESEKU Program
- Participated in post-harvest tobacco training in 16 sub-districts, contributing to improved product quality and farmer capacity building
- Conducted interviews with 10 young farmers and DP4 officials to draft a policy brief for the Young Farmers Development Program
- Supported field evaluations for the 2024 Innovation Government Award (IGA) organized by the Ministry of Home Affairs
- Promoted young farmers' enterprises in Blora Regency as a talent through Instagram content, successfully generating 12,000+ views

Education

Institut Pertanian Bogor - Bogor, Indonesia

Aug 2021 - Jun 2025

Bachelor of Economics, 3.72/4.00

- Relevant Courses: Accounting, Financing, Marketing, Consumer Behavior, Entrepreneurship, Macroeconomics, Business Planning, Business Law and Ethics, Feasibility Study, and Value Chain
- Thesis title: Farmers Preferences for the Use of Organic Fertilizers in Desa Sendangwungu, Kecamatan Banjarejo, Kabupaten Blora

Organizational Experience

Kuliah Kerja Nyata Tematik (KKNT) - Tegal, Indonesia

Jun 2024 - Aug 2024

Treasurer

Kuliah Kerja Nyata Tematik (KKNT) is a community service program engaging students in rural areas to apply academic knowledge and innovations in addressing local challenges.

- Managed end-to-end financial operations, including payment processing, expenditure control, transaction recording, and collection & reporting of payment evidence to ensure transparency and accountability
- Developed and monitored budget plans, enabling efficient, priority-based fund allocation across multiple activities
- Maintained accurate financial records and prepared comprehensive final reports aligned with budget realization for university accountability
- Collaborated with cross-functional teams to plan, track, and optimize budget utilization, supporting effective decision-making and resource management

Indonesia Agribusiness Fair 3.0 - Bogor, Indonesia

May 2023 - Nov 2023

Partnership Manager

Indonesia Agribusiness Fair (IAF) is one of the flagship annual program by the Agribusiness Student Association, Department of Agribusiness, IPB University, featuring IAF Visit, webinars, bootcamps, national competitions, and a main event.

- Led and coordinated a 3 member team in managing strategic partnerships, designing SOPs and recording systems that streamlined proposal submission and follow-up processes
- Developed and managed a database of 400+ target companies and potential partners, maintained professional communication, and contributed to the preparation of impactful partnership proposals
- Collaborated with the Board of Directors of Business Development in executing partnership strategies and successfully supported the establishment of a collaboration with Sayurbox

Orange FEM 2023 - Bogor, Indonesia

Apr 2023 - Aug 2023

Staff of HRD Division

Orientation for New Generation FEM (Orange FEM) is a welcoming event for new students of the Faculty of Economics and Management, aimed at introducing, instilling, and promoting the values and culture of the Faculty of Economics and Management.

- Coordinated 10 divisions with 130 members, ensuring seamless collaboration through structured meetings, briefings, and performance evaluations to achieve organizational goals and improve efficiency
- Designed and implemented internal programs that enhanced team cohesion, motivation, and engagement, fostering a productive, high-performance culture
- Prepared and issued certificates by accurately managing member data, performance evaluations, and working hours to ensure credibility and accountability
- Led monthly performance assessments with division heads, establishing a structured evaluation and reporting system that supported continuous improvement

The 6th National Economics and Management Olympiad - Bogor, Indonesia

Apr 2022 - Nov 2022

Staff of Sponsorship

The 6th National Economic and Management Olympiad (NEMO) is an annual flagship event by the Student Executive Board of the Faculty of Economics and Management, IPB University.

- Identified and developed a list of potential corporate sponsors aligned with event objectives, ensuring strategic partnership opportunities
- Prepared sponsorship accountability reports by documenting sponsor advertisements during the event as proof of exposure and impact
- Initiated and sent proposals to 50+ potential partners, conducted active follow-ups, and successfully secured collaborations with BRllife, Jasa Raharja, Emina, and Frisian Flag

Skills & Other Experience

- **Training** 📄 (2021): The 7 Habits of Highly Effective College Students - Franklin Covey
- **Training** 📄 (2022): Digitalisasi Agribisnis - Kementerian Komunikasi dan Informatika RI
- **Training** 📄 (2025): Accounting, Tax, and Financial Auditing - MySkill
- **Projects** 📄 (2024): Meningkatkan Jumlah dan Peran Petani Muda di Kabupaten Blora
- **Soft Skills** : Analytical Thinking, Problem Solving, Communication, Teamwork, Time Management, Leadership, Decision Making, Organizational Skills
- **Hard Skills**: Procurement Management, Inventory Control, Data Analysis, Financial Documentation, Administrative Management
- **Software**: Microsoft Office, Google Workspace, SPSS, Canva
- **Languages**: Indonesia (Native), English (Intermediate)