

LEVIA DWI PRATIWI

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PROFESSIONAL SUMMARY

Fresh Graduate in Management from Universitas Negeri Semarang with hands-on internship experience in financial administration, document management, and customer service within government and state-owned institutions. Skilled in SAP operation, administrative filing, data processing, and stakeholder handling. Highly detail-oriented, adaptable, and capable of working effectively in fast-paced environments.

EDUCATION

Universitas Negeri Semarang - Bachelor of Management **2022 - 2026**
GPA: 3.85/4.00

INTERNSHIP EXPERIENCE

Ministry of Finance of Indonesia - KPKNL Semarang **Feb 2025 - May 2025**

Front Office & Valuation Section Intern

- Serving stakeholders in the auction document administration process.
- Assisted auction administration processes by handling stakeholder documentation and data input accurately.
- Operated SIP (Valuation Information System).

PT Taspen (Persero) KCU Semarang **Aug 2024 - Nov 2024**

Financial Administration Intern

- Administered and organized routine financial transaction voucher documents efficiently.
- Managed and organized over 100 administrative documents weekly with an accurate filing system.
- Prepared IWP (Employee Mandatory Contribution) billing letters.
- Performed daily financial transaction input and maintained data accuracy.
- Utilized SAP for daily reconciliation and updating disbursement schedules.

ORGANIZATIONAL EXPERIENCE

Entrepreneurship Student Organization, Faculty of Economics and Business **2023 - 2024**

Secretary of Entrepreneur Event Organizational Department

- Prepared meeting minutes with high accuracy.
- Created Terms of Reference (TOR), invitation letters, and borrowing request letters.
- Prepared event proposals and sponsorship proposals.
- Prepared activity attendance lists.
- Served as Master of Ceremony at Seminar and Business Plan Competition.

SKILLS

Soft Skill : Communication, Teamwork, Adaptability, Time Management, Attention to Detail, Problem Solving.

Hard Skill : Microsoft Office Excel (Pivot Table, VLOOKUP, HLOOKUP), Word, PowerPoint, Google Workspace, SAP System Operation, Data Entry & Administrative Filing, Financial Administration, Document Management, Basic Data Reconciliation, Customer Service.

CERTIFICATION

Supervisor of Human Resources (HR) Competency Certification — 2025