

# CITRA MAYANG SARI

082215885935 | [cmayangsari8@gmail.com](mailto:cmayangsari8@gmail.com) | [www.linkedin.com/in/citra-mayang-sari](https://www.linkedin.com/in/citra-mayang-sari) Semarang,  
Jawa Tengah, Indonesia

Fresh graduate with a Diploma IV (Applied Bachelor's Degree) in Tax Accounting from Universitas Diponegoro. Possessing internship experience in Billing Collection at PT Telkomsel and Export Administration at Free Trade Agreement (FTA) Center Semarang, with hands-on experience in data processing, administrative operations, document management, and Microsoft Excel, including Pivot Tables, VLOOKUP/XLOOKUP, and data reporting. Active in student organizations and community service programs, demonstrating strong analytical, leadership, teamwork, communication, and problem-solving skills. Certified Tax Technician with Applied Tax Brevet A & B training, eager to contribute to accounting, taxation, finance, or administrative roles while continuously developing professional expertise.

## EDUCATION

|                                                                                 |                               |
|---------------------------------------------------------------------------------|-------------------------------|
| <b>Universitas Diponegoro</b>                                                   | <b>Semarang, Central Java</b> |
| <i>Diploma IV (Applied Bachelor's Degree) in Tax Accounting   GPA: 3.74 / 4</i> | 2022 – 2026                   |
| <b>SMAN 1 Kota Sungai Penuh</b>                                                 | <b>Sungai Penuh, Jambi</b>    |
| <i>Senior High School (Natural Sciences)</i>                                    | 2019 - 2022                   |

## WORK EXPERIENCE

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <b>PT Telekomunikasi Seluler Regional Jateng &amp; DIY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Semarang, Central Java</b> |
| <i>Billing Collection Intern</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | October 2025 – January 2026   |
| <ul style="list-style-type: none"><li>Processed and analyzed billing collection data using Microsoft Excel, utilizing Pivot Tables and other data processing functions to generate accurate operational reports and support business decision-making.</li><li>Managed and verified billing records to ensure data accuracy, consistency, and proper documentation throughout operational processes.</li><li>Assisted in administrative reporting, document management, and daily operational activities within the Billing Collection Division.</li><li>Collaborated with cross-functional teams to improve workflow efficiency and maintain high standards of data quality.</li><li>Conceptualized, produced, and edited four educational video campaigns for Telkomsel's digital platforms, promoting customer awareness on OTP fraud prevention, BC01 benefits, and other digital service topics.</li></ul> |                               |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <b>Free Trade Agreement (FTA) Support Center Semarang</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Semarang, Central Java</b> |
| <i>Export Administration Intern</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | July 2024 – August 2024       |
| <ul style="list-style-type: none"><li>Supported export administration activities by managing, updating, and organizing business data related to export programs, ensuring data accuracy, completeness, and consistency.</li><li>Compiled, maintained, and verified databases of companies participating in export programs to facilitate efficient documentation and administrative processes.</li><li>Processed administrative documents and managed business records using Microsoft Excel, contributing to systematic data organization and accurate record management.</li><li>Assisted in document management, data verification, and daily administrative operations to support the smooth implementation of export-related activities.</li><li>Collaborated with team members to maintain organized documentation, improve administrative workflows, and ensure timely completion of assigned tasks.</li></ul> |                               |

## LEADERSHIP & ORGANIZATIONAL EXPERIENCE

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <b>Minang Student Association (IKAMMI)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Semarang, Central Java</b> |
| <i>Public Relations &amp; Sports Division</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | August 2023 – October 2024    |
| <ul style="list-style-type: none"><li>Coordinated communication between committee members and external stakeholders to support the successful implementation of organizational programs.</li><li>Collaborated with team members to ensure organizational activities were carried out effectively and efficiently.</li><li>Developed communication, teamwork, organizational management, and interpersonal skills through active involvement in student organizations.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                               |
| <b>ISC (IKAMMI Singgalang Cup XIV)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Semarang, Central Java</b> |
| <i>Head of Sponsorship Division</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | May 2024                      |
| <ul style="list-style-type: none"><li>Led the Sponsorship Division for IKAMMI Singgalang Cup XIV, overseeing sponsorship planning and execution to support the successful implementation of the tournament.</li><li>Developed sponsorship proposals and identified potential sponsors to establish strategic partnerships with external organizations and businesses.</li><li>Negotiated sponsorship opportunities and maintained professional communication with sponsors throughout the event.</li><li>Coordinated sponsorship activities with internal committees to ensure sponsorship commitments were fulfilled and event requirements were met.</li><li>Collaborated with multidisciplinary committees in planning, organizing, and executing one of IKAMMI's flagship sports events.</li><li>Strengthened leadership, negotiation, project management, communication, and stakeholder relationship management skills through hands-on event management experience.</li></ul> |                               |

|                                                                                                                                                                                      |                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <b>Commission II Member</b>                                                                                                                                                          | <b>Semarang, Central Java</b> |
| <i>Student Senate, Vocational School – Universitas Diponegoro</i>                                                                                                                    | August 2023 – November 2024   |
| <ul style="list-style-type: none"><li>Oversaw and evaluated the implementation of work programs conducted by the Student Executive Board (BEM) and Student Associations to</li></ul> |                               |

- ensure compliance with organizational objectives and governance standards.
- Conducted monitoring and evaluation of organizational activities while providing constructive feedback to support continuous improvement.
- Coordinated with student organizations and senate members to maintain accountability, transparency, and effective organizational communication.
- Served on organizing committees for academic and student development events, supporting planning, execution, and post-event evaluation.
- Developed leadership, organizational management, communication, teamwork, and analytical skills through active participation in student governance.

## **CERTIFICATION**

---

### **Certified Tax Technician (CTT)**

Indonesian Tax Technician Association (ATPI) | April 2026

### **TOEFL Certification**

Service English Unit (SEU) | April 2026

### **Applied Tax Brevet A & B Certificate**

Pirannha Smart Center (PSC e-Brevet) | June 2025

## **SKILLS**

---

**Technical Skill:** Microsoft Excel (Pivot Tables, VLOOKUP/XLOOKUP, IF Functions, SUMIF, COUNTIF, Data Cleaning, Data Validation, Conditional Formatting, Data Reporting), Financial Accounting, Tax Administration, Financial Reporting, Billing Collection Administration, Export Administration, Data Analysis, Data Entry Administrative Documentation, Document Management

**Soft Skill:** Analytical Thinking, Leadership, Communication, Teamwork, Organizational Management, Problem Solving, Time Management, Attention to Detail, Adaptability, Fast Learner

**Software Skill:** Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Google Sheets, SPSS Statistics, Canva, CapCut.

## **LANGUAGES**

---

- **Indonesian (Native)**
- **English (Intermediate)**