



DEWITA PURNAMA TARI

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Tanjung Pinang, Riau Island

Bachelor's degree in Economics from the University of Riau with experience in purchasing and financial administration. Skilled in managing procurement administration, invoice processing, data management, and document filing using Microsoft Excel. Meticulous, organized, and ready to contribute in the fields of administration, purchasing, and finance.

Work Experience

Manabu and Aroma Kopitiam - Tanjungpinang, Indonesia Nov 2025 - Jun 2026

Admin Purchasing

- Processed more than 50 purchase invoices each week and verified supporting documents before submitting them to the finance department.
- Manage and file more than 100 purchasing documents to ensure that procurement administration is organized systematically.
- Coordinate with more than 25 suppliers regarding purchase orders, shipments, and document completeness.
- Conduct routine inventory counts of more than 120 items to minimize errors.
- Update purchasing data using Microsoft Excel to maintain the accuracy of procurement records.

Badan Pusat Statistik (BPS) - Tanjungpinang, Indonesia Jul 2024 - Aug 2024

Internship, Finance Division

- Entering publication data to ensure it is organized neatly and accurately.
- Systematically managing and archiving more than 100 administrative documents to facilitate the document retrieval process.
- Assisting with administrative tasks in the Finance Division through document management and the preparation of supporting data.

Kuliah Kerja Nyata (KKN) - Kampar, Indonesia Jul 2023 - Aug 2023

Public Relations

- Coordinate with village officials and local residents to ensure the smooth operation of the Community Service Program (KKN).
- Assist in organizing and implementing community service programs.
- Compile activity documentation and administrative reports.
- Collaborate with team members to ensure the smooth implementation of the program.
- Assist MSME owners with simple promotional and marketing strategies to increase the visibility of local businesses.

Education

Universitas Riau - Pekanbaru, Riau Aug 2021 - Jul 2025

Bachelor of Economics, 3.59/4.00

- Supporting the activities of the Human Resources Division as a member of the Islamic Economic Studies Forum (KaSEI) by coordinating organizational activities and organizing events

Certifications

BNSP Feb 2025

Operator Komputer Muda

- Basic office administration training, such as the use of Microsoft Word, Excel, and PowerPoint

MySkill Nov 2025

Analysis Financial Report

- Analyzing financial statements through case studies using horizontal and vertical analysis methods

Skills

- **Language:** Indonesian (Native), English (Intermediate)
- **Soft Skills:** Teamwork, Communication, Attention to Detail, Adaptability, Quick Learner, Problem Solving
- **Hard Skills:** Purchasing Administration, Data Entry, Inventory Management, Invoice Processing, Document Management
- **Tools:** Microsoft Office (Word, Excel, PowerPoint) IBM SPSS, EViews