



NADILA DWI SUNDARI

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Profile

Fresh graduate accounting from Universitas Sebelas Maret with strong adaptability and communication skills, as well as structured time management. I have experience as a Credit Administration Intern at PT Bank Rakyat Indonesia, an Accounting Intern at Integra Group and Finance Staff at PT Mitra Usaha Lancar Jaya.

Education

Universitas Sebelas Maret – *Surakarta, Indonesia*

August 2021 – June 2025

Bachelor in Accounting 3.81/4.00

Work Experience

PT Mitra Usaha Lancar Jaya (Mulya) – *Surabaya, Indonesia*

Finance Staff (Januari 2026 – Present)

- Managed AP/AR using Excel, reviewing and validating 100+ bills, including operational cost claims before approval.
- Verified daily payment request before uploading invoice for processing.
- Monitoring petty cash transactions across 7 brands under Mulya, reconciling expense and preparing manual journal entries for monthly replenishments.

Integra Group – *Sidoarjo, Indonesia*

Accounting Intern (October 2025 – Januari 2026)

- Managed Input & Output PPN.
- Organized and archived Sales Invoice, Tax Invoice and Delivery Order to ensure accurate documentation for audit and reporting.
- Monitored AP/AR aging to maintain cash flow accuracy.

PT Bank Rakyat Indonesia Solo Slamet Riyadi – *Surakarta, Indonesia*

Credit Administration Intern (January – February 2024)

- Responsible and handle 300+ credit administration documents for Assist in the Transfer Of Branch process for loans.
- Arrange transactions at customer service based on AR and FR forms.
- Managed the registration process of customer loan applications.

Organizational Experience

Generasi Baru Indonesia Universitas Sebelas Maret – *Surakarta, Indonesia*

Head of Treasury (May 2024 – April 2025)

- Managed financial planning, budgeting and fund disbursement for organizational programs and events aligned with Bank Indonesia's value.
- Coordinated with program divisions to allocate budgets effectively for projects and seminar events. • Preparing an accountability report for more than 10 activities during 1 period.
- Report and presented for transparency financial reports more than 10 activities during 1 period.

Certifications

Brevet A & B – *Issued by Amanatax Consultant*

July 2026

Certified in Indonesian Taxation covering PPN, PPh, E-SPT and Tax Regulation.

Accounting Technician Competency Certificate – *Issued by BNSP*

February 2024

This certificate verifies my competency in the area of accounting technician with a focus on the preparation of financial statements based on SAK ETAP standards.

Skills, Achievements & Other Experience

- Scholarship : Awardee of Bank Indonesia Scholarship 2023 and 2024
- Hard Skills : Microsoft Office (Advanced), Spreadsheet, CoreTax, Accurate.