



DEA NOVIA



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Bandung, Jawa Barat

SUMMARY

Applied Accounting graduate with internship experience in accounting, finance, and external audit. Experienced in journal entries, accounts receivable, petty cash administration, audit working papers, and financial documentation. Proficient in Accurate, Jurnal.id, ATLAS, MYOB, and Microsoft Excel.

EXPERIENCE

Finance Intern, PT Sebar Kebaikan Bersama

28 Jan 2026 - 25 Apr 2026

- Prepared required financial information, such as outstanding accounts receivable recaps and AR Financing list.
- Prepared billing documents for offline customers.
- Processed billing submissions through the online customer website.
- Managed petty cash administration as the petty cash treasurer.
- Created invoices using Jurnal.id 20+ a day
- Entered transaction data for Value Added Tax (VAT/PPN) invoice preparation.

Accounting & Finance Intern, PT Tritama Mitra Lestari

1 Aug 2025 - 5 Dec 2025

- Verified financial documents, validated invoices, classified transactions, posted 3–4 journals/day in Accurate, and archived records.
- Organized 1000+ bank transaction records daily for management use.
- Reviewed and validated third-party transaction documents, handling ±4 binders/day.

Audit Intern, KAP Mansyur Arifin Suharyono dan Rekan (MASR) Bandung

17 Jun 2025 - 31 Jul 2025

- Prepared preliminary audit working papers, including audit programs for key financial accounts, materiality calculation, and risk assessment.
- Developed lead schedules for major accounts (loans, equity, assets, revenue, direct expenses, and deposits) for bank audit engagements.
- Utilized Excel and ATLAS to support audit documentation and workflow.

Admin Sales, Pelangi Textile Soreang

1 Okt 2021 - 30 Jul 2022

- Received and inspected 100+ incoming goods from warehouse based on delivery orders and supporting documents.
- Issued cash sales invoices and provided customer service for 50+ customers daily.
- Recorded and maintained stock data for 20+ product types.
- Prepared delivery orders for inter-branch and warehouse distribution.

EDUCATION

Bachelor of Applied Accounting (D4 Accounting)

Politeknik Negeri Bandung - Graduated 2026

Thesis Research:

“The Effect of Environmental, Social, Governance (ESG) and Green Finance on Cost of Capital: Evidence from Energy Companies Listed on the Indonesia Stock Exchange, 2021–2024”

Relevant Coursework: Financial Management, Financial Statement Analysis, Corporate Governance and Accounting Compliance, Quantitative Business Methods, Business Statistics, and Accounting Research Methodology.

TECHNICAL & PROFESSIONAL SKILLS :

- **Accounting:** Financial Statement Preparation, Journal Entries, Bank Reconciliation, Accounts Receivable, Invoicing
 - **Audit:** Audit Working Papers, Audit Programs, Lead Schedules
 - **Software:** Microsoft Excel, Accurate, Jurnal.id, ATLAS, MYOB
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CERTIFICATION

- LSP Teknisi Akuntansi (Skema Penyusunan Laporan Keuangan)
 - Test of English for International Communication TOEIC certificate 790/990
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ACHIEVEMENTS

- 1st Place National Accounting and Tax Olympiad 2024
 - Best Vocational Poster & 2nd Place of Information Content Vocational Accounting Olympiad 2024
 - 2nd Place Pesta Karya Ilmiah Polban PKM VGK 2023
 - 1st Place Individual & Group Accounting Internal Competition HMAK 2023
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ORGANIZATIONS

- **Himpunan Mahasiswa Akuntansi Politeknik Negeri Bandung (2022-2025)**
Vice Head of Arts Division:
Supported division programs; served as MC for the Dies Natalis event, ticketing staff for a seminar program, and internal public relations staff for the organization's regeneration program.
- **Polban Mengajar (2023-2025) Head of Creative Division:**
Led and coordinated Instagram content production, including recap videos, event documentation, feeds, Instagram Stories, and other promotional materials.
- **Duta Kampus Politeknik Negeri Bandung Gen-1 (2024-Present) Leadership & Event Roles:**
Guest Liaison, Master of Ceremonies, and Head of Organizing Committee for the IISMA Awardee Farewell Event.