



Dea Jessika Felisintikhe

Accounting Graduate

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Executive Summary

Freshgraduate accounting student from Universitas Advent Indonesia with knowledge in financial reporting, taxation, and administrative support. Experienced in organizational administration and accounting internship activities. Skilled in Microsoft Office, basic SAP, document management, and teamwork. Detail-oriented, responsible, eagerness to learn, and ready to contribute in accounting or finance roles.

Work Experiences

PT Itama Ranoraya Tbk – Jakarta Selatan

Mei 2025 – Aug 2025

General Accountant Intern

- Assisted in recording daily financial transactions in accordance with company procedures
- Supported tax document preparation and ensured reporting accuracy
- Helped reconcile financial records with supporting documents
- Organized and maintained accounting documentation for efficient retrieval
- Collaborated with the accounting and tax team during monthly closing activities.

Education Level

Universitas Advent Indonesia - Bandung

Aug 2022 - Jun 2026

Bachelor of Accounting, 3.71/4.00

Organizational Experience

Assistant Lecturer – Universitas Advent Indonesia

Jan – Apr 2026

Assistant Lecturer for Sir James Uly Reke

- Make answer keys and check every assignment and exam held
- Check student attendance for each class
- Perform calculation of accumulated student scores
- Collected and organized data for reporting and administrative purposes
- Help direct students who don't understand the lesson in class

Student Associations of Economy Faculty – Universitas Advent Indonesia

Aug 2023 – Aug 2024

Secretary Divisions

- Success as coordinator of the 2023/2024 Faculty Fieldtrip event
- Responsible for making correspondence and proposals for Economics Student Association activities for 1 year. • Optimizing microsoft word and excel skills.
- Managing correspondence administration and filing documents.
- Assisting the chairman of the student association in running the organization.
- Making an inventory list and recording incoming-outgoing letters in the file

Skills, Achievements & Other Experience

- **Soft Skills:** Attention to detail, time management, critical thinking, teamwork, adaptability, communication, problem-solving, initiative, eagerness to learn.
- **Hard Skills:** Microsoft Excel, Microsoft Word, Google Sheet, Google Docs, SAP S/H4NA (SD & MM) , Basic Accounting, Document management.

