

ALVIONITA

+6281211900439 | alvionitavio372@gmail.com
South Tangerang, Banten

SUMMARY

A Management undergraduate at Universitas Pembangunan Jaya with strong interests and competencies in finance, accounting, and human resource management. Experienced through internships in Finance – Accounts Receivable and Accounting Services, with hands-on involvement in tax invoice processing, financial data recap, and accounting administration requiring high accuracy and strict compliance with procedures. Possesses strong communication and interpersonal skills, critical and strategic thinking abilities, adaptability, and the capability to work independently as well as collaboratively in professional environments.

WORK AND INTERNSHIP EXPERIENCE

PT Integrasia Kreasitama Solusindo

Feb 2025 – Nov 2025

Internship Finance – Accounts Receivable (AR)

- Inputted and verified 40+ tax invoices per month into the Coretax system, ensuring data accuracy and alignment with internal documents to support timely tax reporting.
- Downloaded and archived approximately 15+ approved tax invoices per period, preparing documentation for internal records and audit purposes.
- Assisted in recapitulating PPh 23 withholding tax documents from partners and vendors, handling ±25 documents per month to support accurate corporate tax filings.
- Prepared monthly loan reports and cash flow summaries by processing dozens of operational transactions each month, enabling effective cash flow monitoring by the finance team.
- Recorded and monitored daily petty cash transactions, handling 5–15 transactions per day while reconciling physical cash balances with system records.

Jicoustudio & Jicoushop

2023 – 2024

Admin Online Shop

- Managed daily online sales operations, processing 25+ orders per day from payment confirmation to shipment coordination with customers.
- Handled customer communications via marketplaces and social media, responding to 10+ customer inquiries per day regarding products, orders, and complaints.
- Managed digital promotions and social media content, contributing to increased monthly sales by reaching hundreds of active accounts.
- Maintained regular business financial records, documenting approximately 100 monthly income and expense transactions to ensure stable business cash flow.

Accoundo

May 2023 – Aug 2023

Internship Accounting Services

- Assisted in preparing and reviewing bank statements for 3–5 clients, ensuring consistency between bank mutations and internal accounting records.
- Participated in periodic stock opname activities by checking dozens to hundreds of inventory items and reconciling them with system data.
- Supported the accounting team in reviewing and archiving 20–40 financial documents per period, ensuring reports were ready for further review processes.

EDUCATION

Universitas Pembangunan Jaya

2021 - 2025

Bachelor Degree of Management | 3.50/4.00

SMA Negeri 10 Jurusan

2018 - 2021

Social Science

CERTIFICATIONS AND COURSES

English Proficiency Certification ☒

May 2025

EnglishScore – British Council

- Achieved a score of 305, equivalent to CEFR Level B1 (Intermediate).
- Core competencies: Grammar (350), Vocabulary (319), Reading (275), Listening (275).

Financial Technology (Fintech) Innovations ☒

Dec 2024

University of Michigan (Coursera)

- Completed a FinTech specialization covering Blockchain, Cryptocurrency, Digital Payments, Credit Risk, Crowdfunding, and Artificial Intelligence in Finance.
- Developed an understanding of financial technology applications for business analysis and strategic decision-making.

CERTIFICATIONS AND COURSES

Club Taekwondo Ozone

2023

Vice Treasurer

- Managed and recorded daily club cash flow, handling approximately 30–50 transactions per month while ensuring transparent and well-organized financial reports.
- Assisted in budgeting for training sessions and competitions, including operational fund planning for 3–4 annual club activities.

Ozone Tournament 2023

2023

Certificate & Medal Division

- Managed the design, printing, and distribution of 200+ certificates and medals for participants, committees, and winners.
- Organized award inventories and ensured timely distribution throughout the tournament.

UKM Taekwondo

2022 – 2023

Treasurer

- Prepared and supervised monthly organizational financial reports involving fund management worth millions of rupiah per period to ensure budget accountability.
- Coordinated fund allocation for 5+ organizational activities and implemented cost efficiency strategies to optimize budgeting.

Club Taekwondo Ozone

2022

Treasurer

- Prepared annual financial accountability reports (LPJ) by recapping 50+ income and expense transactions.
- Conducted basic internal audits to ensure consistency between transaction evidence and reported financial data.

ACHIEVEMENTS

- **Qualified for Round II** of the Social Entrepreneurship Competition – Fortia
- **2nd Place**, Prabu Taekwondo Championship | 2023
- **1st Place**, DKI Jakarta Taekwondo League 2 | 2022
- **1st Place**, KONI Indonesia Taekwondo Cup Series 3 | 2022

SKILLS AND COMPETENCIES

Soft Skill	:	• Detail-oriented, responsible, strong communication skills, effective time management, adaptable to new work environments, capable of working independently and in teams, disciplined, analytical thinker.
Toolset	:	• Microsoft Office (Word, Excel, PowerPoint), Google Workspace (Docs, Sheets, Slides, Drive), Coretax System, financial spreadsheets, digital filing systems, e-commerce marketplaces, business social media platforms.
Competencies	:	• Financial administration, accounts receivable, tax invoice recording and verification, petty cash management, cash flow reporting, financial data reconciliation, stock opname, financial document archiving, online sales administration.
Language	:	• Indonesian: Native proficiency (spoken and written). • English: Intermediate proficiency (spoken and written).