



PRADANIA DIVA

Semarang, Central Java

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PROFESSIONAL SUMMARY

Graduated with a Diploma's Degree of Accounting Diponegoro University and now currently work as a Finance Staff at English First Semarang. Previously had experience as Auditor Intern. Extremely hard working, fast learner, and have an ability to work as a team or an individual. Highly self motivated to constantly develop a new skills and grow professionally.

EDUCATION

Diploma's Degree of Accounting, Diponegoro University 2017 – 2020

- GPA 3.67/4.00
- Actively participates in campus events, such as webinars, skills training workshops

WORK EXPERIENCE

EF English First Semarang Mar 2021 - Present

Finance Staff

- Record daily financial transactions
- Manage and monitoring petty cash
- Responsible for process various payments that occur in company and billing related parties
- Support operational activities such as stock opname and company events when required
- Prepare daily, monthly, and annual reports by correct supporting evidence/documents
- Update reports regularly and ensure all transactions are properly identified and sourced
- Work collaboratively within the team and support Accounting and Tax matters as needed

KAP Hananta Budianto & Rekan Semarang Dec 2019 - Mar 2020

Junior Auditor Intern

- Assisted in audit planning and documented audit procedures (Industries and Non Government Organization)
- Applied audit procedures as substantive test, analytical procedures and test of control and details of balances

ADDITIONAL SKILLS

Brevet A & B

Competency in Preparation Financial Statement Based on SAK ETAP (BNSP)

Microsoft Office