

KEZIA THERESI RATTU

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Fresh graduate in accounting with academic achievement (Magna Cum Laude, GPA 3.67/4.00) completed in 3.5 years. Possesses solid understanding of basic accounting, financial reporting, taxation, and basic auditing. Experienced in campus organizations, demonstrating leadership, teamwork, and analytical skills. Certified in accounting-related skills and eager to contribute to Finance, Accounting and Tax-related role. Willing to learn and adapt quickly personality.

Education Level

Universitas Klabat

Aug 2022–Jan 2026

Bachelor of Accounting (GPA 3.67/4.00)

- Completed degree in **3.5 years**.
- Relevant Coursework: Cost Accounting, Management Accounting, Principle Auditing, Brevet, Basic - Intermediate -Advance Accounting.

CERTIFICATIONS & SKILLS

Certifications

- Accounting Software : Accurate, SAP AC010, SAP SCM600, SAP HR050, Odoo.
- Microsoft Office Specialist (Excel).
- Brevet A & B.

Skills

- Skilled in the use of MS Office, particularly in Excell, Word, Power Point.
- Basic Accounting.
- Proficient in spoken and written Bahasa Indonesia, Intermediate in spoken and written in English.
- Ability to work in team and do collaboration.
- Organized, with good time management and ability to multitask.
- Communication skills.
- Maintain quality of detailed work.

Organizational and Volunteer Experience

Panitia Campus Day

Feb 2024–Apr 2024

Fund Devision

- Contributed to fundraising and sales activities, successfully achieving targeted sales goals.

Bina Desa Program

Feb 2025–May 2025

Health Coordinator

- Managed budgeting needs for health-related activities during community development programs.
- Coordinated procurement and expense tracking to ensure cost efficiency.
- Prepared simple financial summaries and documentation to support program accountability.

Panitia Faculty Day

Apr 2025–Sept 2025

Decoration Coordinator

- Planned and controlled decoration budgets to align with allocated funds.
- Comparing cost and vendor coordination to achieve budget efficiency.
- Monitored expenditures and disciplined use of funds.

Volunteer – Tax Center Indonesia / Relawan Pajak

Jan 2025–Dec 2025

- Assisted taxpayers in preparing and submitting annual tax returns (SPT) in accordance with Indonesian tax regulations.
- Supported data collection, tax document verification, and basic tax calculations.
- Strengthened practical understanding of taxation, compliance, and public financial administration.