



# DHEANITA FITRI SALSABILLAH

## ACCOUNTING & FINANCE OFFICER

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### PROFILE

Graduate of Accounting with professional experience in finance accounting and proven leadership experience in organizational activities. Passionate about accounting, finance, taxation, and auditing with a strong desire to learn and grow. Actively seeking a challenging role in finance, accounting and auditing to contribute expertise and grow professionally.

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### EDUCATION

Gajayana University, Malang | Bachelor of Accounting  
GPA : 3.67/4.00

Sept 2020 - Jul 2024

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### SKILLS

**Personal Abilities :** Adaptive, Well-Organized, Detail-Oriented, Problem-Solving, Communicative

**Tools :** Microsoft Office (Word, Excel, Powerpoint), Google Workspace (Doc, Sheets), Accurate Online, Canva

**Language :** Indonesian (Native), English (Professional)

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### PROFESSIONAL EXPERIENCE

**Finance, Accounting and Tax Staff** | PT Indosaku Teknologi Indonesia **Mar 2025 - Present**

- Reconciled 10+ corporate bank accounts with transaction values exceeding IDR 500 billion monthly and update daily balance of bank account.
- Reconcile and calculate income from loans (disbursement and repayment).
- Managed and maintained financial records for daily transactions with accuracy and completeness in Accurate Online.
- Managed Accounts Payable (AP) processes, and executed payments to vendors, suppliers, and other third parties in accordance with company payment schedules and policies.
- Ensure compliance with tax regulations and assist with tax filings (WHT 23, WHT 4 (2), WHT 21)
- Assisted in preparing monthly financial reports to support management decision-making and regulatory compliance.
- Assist external auditors during annual financial statement audits by preparing supporting schedules, reconciliations, and requested documentation.
- Support the handling of SP2DK from the tax authority and assist in OJK audit and regulatory examination processes by preparing supporting documents, responding to information requests, and ensuring compliance with applicable regulations.
- Understanding of OJK regulations applicable to the company and ensured financial and operational activities complied with applicable regulatory requirements.

**Data Entry Staff (Internship)** | Janaka Foundation

**Nov 2023 - Feb 2024**

- Processed and validated large volumes of financial and administrative data while maintaining high accuracy.

**Junior Tax Consultant Staff (Internship)** | Kohar Adi Setya Consultant

**Feb 2023 - Jul 2023**

- Supported tax audit documentation and compliance verification processes.
- Assisted in preparing tax calculations and tax reports for individual and corporate clients.

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### HONORS AND AWARDS

**Future Talent Scholarship Batch 5 Awardee** | Harisenin.com

**January 2025**

Selected as one of the recipients of a fully funded scholarship to participate in an intensive external audit bootcamp.

## COURSE AND CERTIFICATION

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**Brevet A & B Batch 40** | Institut Akuntan Publik Indonesia (IAPI)

**Dec 2025 - Feb 2026**

Studying Indonesian taxation covers General Tax Provisions and Procedures (KUP A), Income Tax Withholding, Collection, and Tax Payment Slips (PPH & Tax Payment Forms), Individual Income Tax, Land and Building Tax (PBB), Stamp Duty, Value Added Tax (VAT) and Luxury Goods Sales Tax (LGST) – Part A, Corporate Income Tax, Tax Audit, General Tax Provisions and Procedures (KUP B), Value Added Tax (VAT) and Luxury Goods Sales Tax (LGST) – Part B, Tax Accounting, and E-SPT (Electronic Tax Return System).

**Link Certificate:** <https://bit.ly/brevetabbatch40>

**Intensive Bootcamp: Auditor Eksternal Batch 19** | HariSenin.com

**Jan 2025 - July 2025**

Audit Business Knowledge, Ms. Excel for Auditor Profession, Basic Knowledges Accounting, Indonesia Accounting Standards (PSAK,IFRS,SAK-ETAP,PSAK-SYARIAH,SAP), Journal & Ledger, Accounting equation, 5 types of financial statements, Normal balance of account, Practice, Basic auditing (assertion), Audit sampling, Audit procedure, Audit materiality, Audit planning, Internal Control System, Auditing in relation to internal control, Cash and Cash Equivalents, Trade receivables & other assets, Inventory, Tangible & Intangible Asset, Liabilities and trade payables, Bond Payable, Revenue, Expenses, financial statement analysis (ratio analysis) Vertical and Horizontal Analysis, Management Report, Audit report, Audit Opinion, How to create notes FS in report.

**Link Certificate :** <https://bit.ly/audit-bootcamp19>

**Leadership Hub Batch 1** | Accounting Tribe

**Oct 2025**

Participated in a leadership and career development program emphasizing teamwork, critical thinking, communication skills, and project-based collaboration. Engaged in peer projects involving problem analysis, project planning, presentation, and stakeholder coordination.

**Link Certificate:** <https://bit.ly/leadershiphubacctrbe>

**Bootcamp Kilat : Microsoft Excel** | HariSenin.com

**Dec 2024**

Learning about Microsoft Excel Shortcuts, Workbook vs Worksheet, Filter, Sort, Cell Reference, Formula & Function (SUM, AVERAGE, COUNT, MIN, MAX), Data Validation, Remove Duplicate, Excel Logic in Data Cleaning (AND, OR, NOT, XOR and IF function combination).

**Link Certificate:** <https://bit.ly/bootkilexcel>

**Pelatihan Aplikasi Berbasis Kertas Kerja** | Eduakksa

**Jan 2024**

Learning about work-based documentation and analysis, enhancing professional skills in structured paper-based workflows and report preparation.

**Link Certificate:** <https://bit.ly/pteduakksa>

## ORGANIZATIONAL EXPERIENCE

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**Chairman Of KOPRI** | Indonesian Islamic Student Movement

**Jan 2024 - Nov 2024**

- Initiated a mentorship program connecting experienced alumni with young members to foster personal and professional growth.
- Organized annual cultural events and intellectual discussions to celebrate diversity and encourage critical thinking among members.

**Chairman** | Indonesian Red Cross Voluntary Corps, Gajayana Unit

**Mar 2023 - Mar 2024**

- Launched an annual volunteer recruitment campaign, increasing membership by 50% during my tenure.
- Mobilized volunteers for rapid response during natural disasters, providing aid, shelter, and support to affected communities.

**Staff of Resource and Development** | Accounting Student Association

**Jul 2022 -Jul 2023**

- Assisted in organizing review sessions and study groups for major accounting exams, leading to improved academic performance among members.
- Elected to lead and oversee the planning and execution of a training program for new members while resulting in enhanced engagement and retention of new members.