

SITI RACHELLIA IMANI

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West Jakarta, Indonesia



A Bachelor Degree in Accounting from Universitas Pembangunan Nasional "Veteran" Jakarta with practical experience in finance and accounting through internship opportunities. Skilled in Microsoft Excel, SAP, Accurate, and Zahir, with strong analytical, organizational, and problem-solving abilities. Committed to delivering accurate work while continuously learning and contributing in dynamic industries.

EDUCATION

Universitas Pembangunan Nasional Veteran Jakarta - Jakarta, Indonesia

August 2021 – Apr 2025

Bachelor Degree in Accounting

Cumulative GPA: 3.74/4.00

Government Accounting Cycle: Department of Transportation of the Republic of Indonesia

Aug – Dec 2022

Practical Project: Government Accounting

- Search for data and information by contacting the Republic of Indonesia Transportation Service to request the General Cash Basis for the month April to June 2021 for preparing government financial reports.
- Prepared the government accounting financial reports, consisting of budget realization report, operational report, equity change report, balance sheet, excess budget balance report, and cash flow statement.

Analyzed UMKM Transaction and Create Financial Reports : PD Sejuk Jaya

Oct – Dec 2022

Practical Project: Accounting & Finance Volunteer

- Recorded and managed financial transactions using Accurate software, resulting in timely and accurate generation of key financial statements.
- Compiled and presented a comprehensive project summary report, providing actionable insights and financial performance analysis to support strategic decision-making for the UMKM.

WORK EXPERIENCE

PELNI SERVICES (PT. PELITA INDONESIA DJAYA)

Nov 2025 – May 2026

Finance Treasury Intern

- Processed 30–75 daily payments, cash advances, reimbursements, and other operational payments by reviewing supporting documents and ensuring accuracy, completeness, and compliance.
- Utilized SAP and Microsoft Excel to analyze outstanding payables, prepare payment schedules, record outgoing transactions, and maintain accurate payment records.
- Performed bank reconciliations, monitored cash advances, reimbursements, petty cash, and prepared bank guarantee documents to support effective cash management.
- Collected and organized supporting documents for audit requirements.
- Coordinating with internal stakeholders to support treasury operations.

PCS PAYMENT – PT. KARYA JAYA SOLUSI

Oct 2025 – Nov 2025

Finance & Admin Project Intern

- Supported the preparation and administration of project completion and handover documentation while ensuring document accuracy and completeness.
- Utilized Microsoft Excel and Google Sheets to manage project databases, update project costs, and update daily cash flow to support financial monitoring.
- Prepared project invoices and supported the invoicing process to ensure accurate and timely customer billing.
- Managed insurance guarantees and maintained accurate financial documentation and records.
- Communicated and coordinated with vendors and internal departments regarding project documentation, invoicing, administrative, and finance-related matters.

PT. PERTAMINA MAINTENANCE AND CONSTRUCTION

Mar 2024 – June 2024

Finance Account Payable Intern

- Assisted in verifying 30–50 invoices daily to ensure completeness, accuracy, and compliance before payment processing.
- Uploaded financial data into the company's AP/AR system and supported payment administration and documentation processes.
- Utilized SAP and Microsoft Office to manage Account Payable data, process and monitor invoice records, and support payment administration and other finance operations.
- Verifying, updating, and maintaining tax documents using Microsoft Excel.
- Coordinated with internal department to resolve invoice-related issues and ensure smooth payment processing.

ORGANIZATIONAL AND VOLUNTEERING EXPERIENCE

MPM FEB UPN Veteran Jakarta - Jakarta, Indonesia

Jan 2023 – Dec 2023

Staff of Multimedia Bureau

- Developed the organizational structure and designed 10+ media for national and international events.
- Partnered with the PR Bureau to enhance MPM FEB UPNVJ's social media engagement.
- Boosted MPM FEB social media engagements.

SKILLS, CERTIFICATION, AND INTERESTS

Language: English, Bahasa Indonesia

Certification & Technical Skills: [Microsoft Excel](#), Google Workspace, SAP, [Accurate](#), [Zahir Accounting](#)

Soft Skills: Team Work, Leadership, Adaptability, Analytical Thinking, Detail-Oriented, Time Management, Decision Making, Networking, Communication.

Interests: Finance, Accounting, Auditing, Banking, Administration