

IZMI AIDA RAHMI

0895385220258 | Izmi.aida@gmail.com | <https://www.linkedin.com/in/izmi-aida-rahmi>

PROFILE

Accounting graduate from Semarang State University. I have Internship experience as a finance intern at PT. PLN UP3 Tegal and BPK Central Java. I also have Independent Study experience in the Kampus Kerdeka Program holding 5 International Certificates Microsoft Office Specialist Expert to support my computer skills. I also have work experience as a General Affair Department at PT. Sumber Masanda Jaya (Manufacturing of NIKE) So that I become a communicative, collaborative person and able to provide good problem solving on every project. In addition, I have experience in organizations and committees on and off campus, namely the Social Literacy Community and Brebes Education Fair so that I develop into a detail-oriented person and have a high willingness to learn.

EDUCATION

Semarang State University | *Bachelor of Accounting*

Aug 2019 – Oct 2023

GPA : 3.86/4.00

- Completed all accounting courses and financial accounting, tax and auditing practicums well so as to obtain an A grade.
- Completed a thesis entitled "The Influence of Locus of Control, Auditor Motivation, and Auditor Work Stress on Audit Quality with Psychological Well Being as a Moderating Variable at KAP in Semarang" with a total score of 87/100.

WORK EXPERIENCE

Tax and Cost Control Staff – Permanent | PT. Danwood Nusantara

Feb 2025 – Present

- Prepare and submit monthly VAT returns (SPT PPN), unified income tax reports (PPh Unifikasi), and other periodic tax filings through Coretax and related platforms in a timely and accurate manner.
- Update tax exchange rates and Bank Indonesia rates for transaction and reporting accuracy.
- Prepare tax payment transactions and assist in the reconciliation of monthly and annual tax reports.
- Compile and reconcile tax data, and coordinate with tax authorities (DJP) during tax audits and overpayment (restitution) inspections as required.
- Recap, reconcile, and distribute tax reports and documents to relevant internal and external parties.
- Monitor regulatory updates to maintain compliance with current tax laws.

General Affair Staff | PT. Sumber Masanda Jaya

Apr 2024 – Jan 2025

- Procurement of stationery and pantry needs from each department.
- Responsible for General Affair Policy and procedure documents.
- Procurement of office space needs.
- Conducting Product Security Training with 300+ respondents per week.
- Providing tools and systems to support the implementation of the NIKE product security standard.
- Identification of potential product security violations and mitigation.
- Coordination with each department regarding the evaluation of work activities in compliance with the Nike Product security standard.

Finance – Intern | PT. PLN UP3 Tegal

Aug 2022 – Nov 2022

- Calculate VAT and DPP on contract value on billing documents.
- Verify billing documents based on work orders or contracts.
- Enter budget and billing data into the PLN Simon financial application (budget monitoring application).
- Enter payment plan SPK data into the PLN financial application.

- Verify and check the cash flow report and operational report of BPK Central Java.
- Check and complete the 2022 Payment Order (SPM) and Accountability Letter (SPJ) documents.
- Responsible for archiving the Payment Order (SPM) and Accountability Letter (SPJ) documents.
- Input data into the SINTA financial application.

CERTIFICATIONS/TRAININGS

Microsoft Office Specialist (MOS) | Microsoft

2022

- Microsoft Word (Document Formatting, Styles, Mail Merge, Page Layout)
- Microsoft Excel (Formulas, Functions, Pivot Tables, Data Analysis)
- Microsoft PowerPoint (Presentation Design, Slide Master, Animations, Visual Storytelling)
- Data Management & Reporting
- Microsoft Office Productivity Tools

Brevet Pajak A dan B | Accounting and Management Consultant Solution

2022

- KUP – Passed
- General PPh + SPT – Passed
- Withholding Income Tax + SPT – Passed
- PPN and PPN BM + SPT – Passed
- Tax Accounting, PBB + BPHTB + Bea Materai and Code of Professional Ethics – Passed

SKILLS

Technical Skills

- Financial Statement Analysis
- Tax Administration & Tax Analysis
- Cost Control
- Microsoft Excel, Word, PowerPoint
- Accurate Software, MYOB
- Coretax System

Soft Skills

- Analytical Thinking
- Attention to Detail
- Communication
- Teamwork & Collaboration
- Time Management

ORGANIZATIONAL EXPERIENCE

Media and Publications Staff | Komunitas Literasi Sosial – UNNES

Aug 2021 – Mar 2022

- Creating poster designs, virtual backgrounds.
- Creating teaser videos for every social literacy community event.
- Taking documentation for every social literacy community event.
- Social media activities as a means of conveying information on social literacy activities and conveying new insights to the community.

Crew | Brebes Education Fair

Dec 2020 – Jan 2021

- Guiding juniors in striving to achieve their dream campus.
- Holding exam tryouts.
- Holding several stands from several campuses.
- Bringing in speakers to provide motivation and knowledge to juniors.

SERTIFIKAT

B/6168/UN37.1.7/KM.07/2023.BV.044

DIBERIKAN KEPADA:

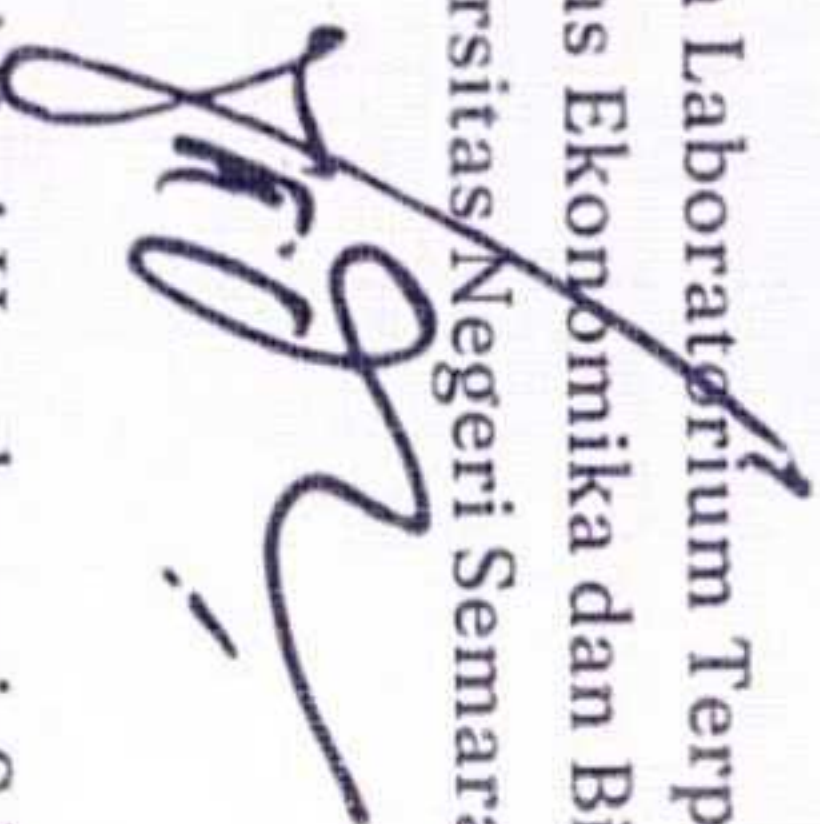
Izmi Aida Rahmi

Lahir di Brebes pada tanggal 03 Maret 2001

Telah menyelesaikan dan lulus
Pendidikan dan Pelatihan Brevet Pajak A dan B

Semarang, 31 Oktober 2023

Kepala Laboratorium Terpadu
Fakultas Ekonomika dan Bisnis
Universitas Negeri Semarang



Dr. Bestari Dwi Handayani, S.E., M.Si.

Direktur Accounting and Management
Solution Consultant (AMSOC)



Judi Budiman, S.E., M.Sc. Akt., CA, ACPA, BKP.

Dekan Fakultas Ekonomika dan Bisnis
Universitas Negeri Semarang



Prof. Dr. Amir Mahmud, S.Pd., M.Si.



Microsoft Office Specialist

Izmi Aida Rahmi

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

Excel 2019 Expert

Word 2019
Word 2019 Expert
Powerpoint 2019
Excel 2019
Excel 2019 Expert

Date of achievement: July 2, 2022
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Satya Nadella
Chief Executive Officer





Microsoft Office Specialist

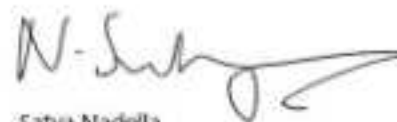
Izmi Aida Rahmi

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

Excel Associate

Word and Word 2019
Word and Word 2019 Expert
PowerPoint and PowerPoint 2019
Excel and Excel 2019

Date of achievement: June 10, 2022
verify.certport.com 4RqR-XM8s


Satya Nadella
Chief Executive Officer





Microsoft Office Specialist

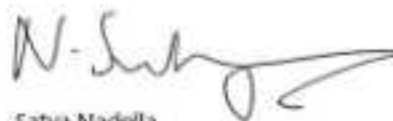
Izmi Aida Rahmi

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

Word Expert

Word and Word 2019
Word and Word 2019 Expert

Date of achievement: April 15, 2022
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Satya Nadella
Chief Executive Officer





Microsoft Office Specialist

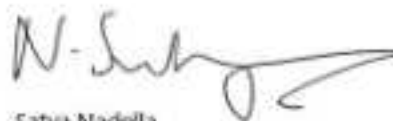
Izmi Aida Rahmi

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

Word Associate

Word and Word 2019

Date of achievement: April 1, 2022
verify.certport.com RPKk-4wTq


Satya Nadella
Chief Executive Officer





Microsoft Office Specialist

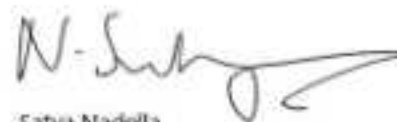
Izmi Aida Rahmi

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

PowerPoint Associate

Word and Word 2019
Word and Word 2019 Expert
PowerPoint and PowerPoint 2019

Date of achievement: April 28, 2022
verify.certport.com w9Nra-H9Cw


Satya Nadella
Chief Executive Officer





Certificate of Program Completion

This is to certify that

Izmi Aida Rahmi

Successfully completed the Studi Independen - **Microsoft Office Specialist Expert** program with MyEduSolve

A handwritten signature in black ink, appearing to read "Stephanie Seputra", written over a horizontal line.

Stephanie Seputra

Chief Executive Officer (CEO) of MyEduSolve





KEMENTERIAN PENDIDIKAN, KEBUDAYAAN, RISET, DAN TEKNOLOGI
UNIVERSITAS NEGERI SEMARANG
FAKULTAS EKONOMI

SERTIFIKAT

PN-BEMFE-017/2021/LITSOS

DIBERIKAN KEPADA:

Izmi Aidar Rahmi

ATAS PENGABDIANNYA SEBAGAI

PENGURUS DIVISI PUBLIKASI DAN DOKUMENTASI

DI KOMUNITAS LITERASI SOSIAL
BADAN EKSEKUTIF MAHASISWA FAKULTAS EKONOMI
UNIVERSITAS NEGERI SEMARANG TAHUN 2021/2022

WAKIL DEKAN III
FAKULTAS EKONOMI



Dr. KUSMURIYANTO, M.Si.
NIP 196005241984031001

KETUA BEM FE
UNNES

FAJAR RAHMAT SIDIK
NIM 7111419074

KETUA
KOMUNITAS LITERASI SOSIAL

AHMAD HAMMAM BURHANUDIN
NIM 7311420284



Brebes
Education
Fair 2021

SERTIFIKAT

Nomor : 052/STF.i.1/BEF-21/I/2021

Diberikan Kepada:

Izmi Aida Rahmi

Sebagai:

Panitia

Dalam Acara Brebes Education Fair dengan tema
"Great Education Makes a Better Generation"
yang diselenggarakan pada 16-17 & 22-24 Januari 2021

Kepala Dinas Pendidikan
Pendidikan dan Olahraga Kabupaten Brebes



[Signature]
Sutrisno, SH. MH.
NIP. 19630919 199209 1 002

Dewan Komisaris

Rezky Arief Ramadhan

Ketua Pelaksana

Shefia Ariesta Fernanda



**Kampus
Merdeka**
INDEPENDENT CAMPUS



IPB University
Bogor Indonesia



IN COLLABORATION WITH
LRT CITY
Sentul

THIS CERTIFICATE PROUDLY PRESENTED TO

Izmi Aida Rahmi

Akuntansi - Universitas Negeri Semarang

For being an amazing founder on Bright Cube Business Incubator Program.
Thank you for Going Above and Beyond Running the Business!

Organized by IPB University in Collaboration with A.M Incubator by
PT Teman Muda Berkarya and LRT City Sentul

Bogor, 10 November 2021

Director of Directorate Of Student
Affairs And Career Development



Dr. Alim Setiawan Slamet, S.IP, M.Si.
NIP. 19820227 200812 1 001

KMMI BRIGHT CUBE
Coordinator



Lindawati Kartika, SE, M.Si.
NIP. 198601182009122001

CEO PT Teman Muda
Berkarya (A.M. INCUBATOR)



Arman Masagung

**CERTIFICATE
OF COMPLETION**

IN COLLABORATION WITH



SMARTCOUNTING ACADEMY TRAINING CENTER & RESEARCH

Nomor Izin Kemenkumham No: AHU-0064689-AH.01014 Tahun 2020

Alamat Permata Permadani, Junrejo, Kota Batu, Jawa Timur



No. 00792/EB/XII/2024

Sertifikat Ini Diberikan Kepada

Izmi Aida Rahmi

Sebagai Peserta Yang Telah Mengikuti

Pelatihan E-Bupot & E-Billing yang telah diselenggarakan oleh Smartcounting Academy

28 Desember 2024

Suryati Ningsih, S.Akun., CAP., CFTR.
Head of the certification division



Verifikasi Sertifikat

<https://lp.smartcounting.id/certificate/SAA-24W5PM1M>

SMARTCOUNTING ACADEMY TRAINING CENTER & RESEARCH

Nomor Izin Kemenkumham No: AHU-0064689-AH.01014 Tahun 2020

Alamat Permata Permadani, Junrejo, Kota Batu, Jawa Timur

No. 00689/PBI/XII/2024



Sertifikat Ini Diberikan Kepada

Izmi Aida Rahmi

Sebagai Peserta Yang Telah Mengikuti

Pelatihan E-Filling & E-Form yang telah diselenggarakan oleh Smartcounting Academy

21 Desember 2024

Suryati Ningsih, S.Akun., CAP., CFTR.
Head of the certification division



Verifikasi Sertifikat

<https://lp.smartcounting.id/certificate/SAA-24SMCGUQ>

SMARTCOUNTING ACADEMY TRAINING CENTER & RESEARCH

Nomor Izin Kemenkumham No: AHU-0064689-AH.01014 Tahun 2020

Alamat Permata Permadani, Junrejo, Kota Batu, Jawa Timur



No. 00897/PBI-PPN/XII/2024

Sertifikat ini diberikan kepada

Izmi Aida Rahmi

Sebagai Peserta yang Telah Mengikuti

Pelatihan Intensif E Faktur yang diselenggarakan oleh Smart Counting Academy

30 Desember 2024

Suryati Ningsih, S.Akun., CAP., CFTR.
Head of the certification division



Verifikasi Sertifikat

<https://lp.smartcounting.id/certificate/SAA-248PWASU>