



ADHELIA FEBIANA SAPUTRI

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Jakarta Pusat, DKI Jakarta, Indonesia

Audit Associate with experience in handling financial statement audits for listed (Tbk) and non-listed companies across manufacturing and real estate industries. Skilled in audit procedures, financial reporting (PSAK), and consolidation processes. Experienced in preparing audit working papers, leading engagement teams, and performing analytical reviews to support accurate and timely audit delivery.

Education

Universitas Diponegoro - Semarang, Indonesia

Aug 2021 - April 2025

Bachelor of Applied Tax Accounting, 3.77/4.00

- Brevet certification level A and B by Tax Training Center (Issued on March 2024)
- Certified Tax Technician by Indonesian Tax Technician Association (Issued on June 2025)

Work Experiences

PKF Hadiwinata Indonesia - Jakarta, Indonesia

Sep 2025 - Aug 2026

Audit Associate 1

- Prepared and reviewed both consolidated and standalone financial statements, including Corporate Income Tax (CIT) and deferred tax calculations.
- Liaised directly with client management to communicate audit findings, discuss key audit risks, and provide actionable recommendations.
- Served as *Audit In-Charge* and supervised 2 group audit engagements, leading a team of 7 while ensuring effective delegation, timeline management, and on-time delivery across multiple engagements.
- Managed approximately 20 types of working papers per engagement, covering key financial statement accounts and supporting the preparation of 5 audit reports.

Grant Thornton Indonesia - Jakarta, Indonesia

Nov 2024 - Feb 2025

Audit and Assurance Intern

- Conducted detailed vouching of 100+ documents related to revenue, COGS, taxation, fixed assets, and etc to ensure accuracy and compliance with regulatory standards.
- Assisted for senior auditor to work on various working papers such as test of control, test of detail, cut off, completeness.
- Collaborated with the audit team to support comprehensive assessments of internal controls and financial Reporting.

Indosat Ooredoo Hutchison - Semarang, Indonesia

Jun 2024 - Aug 2024

Post Paid Intern

- Analyzed customer usage data and provided reports to improve billing accuracy and customer satisfaction.
- Collaborated with the finance team to resolve billing discrepancies and ensure proper account management.
- Managed merchant QR income records and maintained transaction data in spreadsheets for reporting purposes.

Kementerian Keuangan KPP Madya Surabaya - Surabaya, Indonesia

Dec 2023 - Feb 2024

Student Intern

- Assisted in preparing and reviewing tax documents and reports, ensuring compliance with Indonesian tax regulations.
- Collected and processed taxpayer-related data using SIKKA and Satu Kemenkeu.
- Archived and organized tax-related data for 100+ employees using Microsoft Excel.

Badan Riset dan Inovasi Nasional - Jakarta, Indonesia

Aug 2023 - Feb 2024

Researcher Intern : SME's and Micro Finance

- Design and carry out research in the fields of Macroeconomics and Finance with a focus on SME's and Micro Finance.
- Created 8 papers related to finance and containing accounting and taxation and were reviewed by senior researchers.
- Conduct interviews with external parties and produce transcripts of interview results.

KAP Bharata, Arifin, Mumajad, dan Sayuti - Jakarta, Indonesia

Sep 2023 - Nov 2023

Audit Intern

- Develop triangulation of substantive working paper documentation and control of accounts in post-by-post audits.
- Successfully checked and reorganized audit reports from 99 client companies using atlas software.
- Attend internal training and seminars to increase understanding of current practices in the audit field.

Department of Banking Licensing Intern

- Learn and assist in the work areas of Banking Licensing, Non-Bank Financial Industry (IKNB) and Capital Markets, Consumer Education and Protection (EPK) and the Sharia Financial Services Industry.
- Recording and archiving permits regarding Capability Assessment Results and Compliance with Financial Services Institutions for the 2018-2022 period.
- Rearranging complete files related to BPR Office Moves, Position Takeovers and Acquisitions for the 2018-2022 period.

Organisational Experience

Paduan Suara Mahasiswa Sekolah Vokasi Universitas Diponegoro - Semarang, Indonesia

Sep 2022 - Feb 2023

Treasurer

- Create and manage RAB (Cost Budget Plan) for each organization's work program.
- Managed and supervised the financial activities of the organization, including budgeting, expense tracking, and financial reporting.
- Distribute finances to other divisions that request funds for the benefit of the organization.

Permata Bayu Nganjuk - Semarang, Indonesia

Aug 2022 - Jan 2023

Public Relations Division

- Create and distribute meeting invitations to organization members.
- Design external and internal communication strategies that support organizational goals.
- Create and produce a database of personal data related to organizational members in detail and regularly.

Orientasi Diponegoro Muda BEM Sekolah Vokasi - Semarang, Indonesia

Aug 2022 - Oct 2022

Event Division

- Contribute to designing detailed and specific run down event arrangements.
- Share responsibility and organize technical matters in the field with the field coordinator.
- Becomes the coordinator and is responsible for the Mahakarya team and manages all matters related to the Mahakarya team.

Certification

Brevet A&B

March 2024

Tax Training Center – Semarang, Indonesia

- Proficient in calculate PPh Pasal 21, PPh Pasal 22, PPh Pasal 23, PPh Pasal 24, PPh Pasal 25, PPh pasal 26, PPh Pasal 29, PPn, PPnBM.
- Proficient in calculate PBB, BPHTB
- Understands about bea materai and able to fill out SPT

Certified Tax Technician

June 2025

Indonesian Tax Technician Association – Semarang, Indonesia

- Proficient in Indonesian tax regulations, including Income Tax (PPh), Value Added Tax (VAT), and regional taxes, as well as the latest regulatory updates.
- Covering competencies equivalent to Brevet AB with additional focus on professional ethics, regional taxes, tax dispute administration and compliance analysis.

Skills

Audit & Accounting: PSAK financial reporting, consolidated & standalone financial statements, audit working papers, test of control, test of detail, vouching, analytical review.

Software: Excel, Word, MYOB, Caseware, Atlas (audit documentation), Microsoft PowerPoint, Canva.

Soft Skills: Analytical thinking, problem solving, communication, teamwork, adaptability, leadership, time management.