



CANTIKA NADIA AZZAHRA

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A Graduate of the Applied Bachelor's Degree in Accounting from IPB University with a strong interest in accounting, auditing, and finance. Equipped with AB Tax Brevet, and BNSP Certified Professional Accounting Technician, as well as professional experience as a Junior Auditor at EY Indonesia (Big Four), I have developed expertise in financial statement analysis, substantive testing, tax administration and internal control assessment. Detail-oriented, analytical, and highly motivated, I am eager to contribute my skills and grow professionally while delivering impactful results for the organization.

Education Level

Institut Pertanian Bogor - Bogor, Indonesia

Jun 2021 - Jul 2025

Bachelor of Applied Bachelor's Degree, 3.79/4.00

- Conducted a project on credit sales procedures by analyzing and creating flowcharts. Worked on a project analyzing investment audits by identifying weaknesses and strengths based on interviews with public accounting firms (KAP). Completed a project to prepare consolidated financial statements.

SMAN 57 Jakarta - Jakarta, Indonesia

Jun 2018 - Jun 2021

Senior High School, Social Sciences

Work Experiences and Volunteer

KAP Purwanto Susanti dan Surja (EY Indonesia) - Jakarta, Indonesia

Dec 2025 - May 2026

Junior Auditor

EY (Ernst & Young)

- Prepared substantive and test of control working paper for several Accounts in Financial Services Sector client for year end Audited including Cash, Equity, Fixed Asset, Prepaid Expense, Other Operating Expense, etc.
- Executed end-to-end Test of Controls (TOC) across 12 Significant Classes of Transactions (SCOT), including walkthroughs, sampling, control testing, and audit documentation to assess the effectiveness of internal controls over financial reporting.
- Analyzed financial statements as well as a review of the increases and decreases of the previous and current year in each account including fluctuation in profit and loss statements.
- Collaborated with audit team members to complete fieldwork within deadlines.
- Assisted in stock opname and cash count procedures.
- Prepared audit working papers and supporting schedules in accordance with EY Audit Methodology and professional auditing standards.
- Maintained Document Request Lists (DRL), performed client inquiries, and reviewed supporting documentation to ensure the completeness, accuracy, and reliability of audit evidence.
- Collaborated with client personnel and engagement teams to resolve audit queries, communicate findings, and support the timely completion of audit engagements

PT Digital Aplikasi Solusi (Digiserve by Telkom Indonesia) - Jakarta, Indonesia

Jul 2024 - Jan 2025

Account Receivable Intern

- Processed and managed 30+ invoices per period and timely submission.
- Enhanced team efficiency via comprehensive billing procedures
- Executed billing processes and sent reminders to 20+ customers regarding outstanding receivables to mitigate late payment risks
- Monitored accounts receivable aging, ensuring cash flow stability and timely collections.
- Input and maintained over 1,000 collection records in SAP while ensuring data accuracy and completeness.
- Ensured compliance by managing Faktur Pajak and issuing accurate customer invoices.
- Reduced late payment risks by implementing effective communication and follow-up strategies.

Bureau Veritas Indonesia - Jakarta, Indonesia

Jan 2024 - Jul 2024

Operator Admin Intern

- Managed over 20 timesheets, expenses, and overtime each month in the flex system.
- Processed and monitored reimbursement costs for the payment process into the system after approval.
- Managed timesheet submissions and approvals for over 15 employees, ensuring all work time data is accurately recorded.
- Recorded and monitored daily operational transactions in the production system to ensure data accuracy and process efficiency.
- Generated and processed client invoices to support timely billing activities.
- Operated monthly expense and revenue projections for inspection project activities.

Volunteer

- Coordinated tax filing assistance program for 5+ taxpayers, leading to a 15% increase in on-time filings and a 10% reduction in filing errors through personalized guidance.
- Resolved provide information and guidance to taxpayers on the correct procedure for annual tax reporting.
- Analyzed the annual income of taxpayers using relevant evidence of income and wealth.
- Managed data related to the Taxpayer Identification Number (NPWP) to fill out tax returns electronically through e- filing or electronic return forms.
- Execute over 5 electronic tax return filings per tax season by leveraging taxpayer identification numbers (NPWP), ensuring accurate and timely submission in compliance with national tax regulations using e-filing systems.

Organisational Experience

Management of Accounting Study Program SV IPB

Jun 2022 - Aug 2023

Head of Cooperative Division

- Led, coordinated, and supervised the work programs of the Accounting Student Cooperative division during the 2022/2023 period.
- Successfully completed 7+ annual work programs, ensuring timely execution and alignment with organizational goals.
- Coordinated activities involving 240+ new Accounting students, focusing on finance, funding, and sales in Accounting Management at IPB Vocational School.
- Developed expertise in business innovation, marketing strategies, and collaboration with external vendors and internal stakeholders.
- Executed merchandise sales, including lanyards and IPB University t-shirts, targeting Accounting students to increase revenue and engagement.

Book and Office Stationery

Jul 2022 - Sep 2022

The Chief Committee of Cooperative Division

- Coordinated 283+ Accounting students in the book and office stationery program, ensuring efficient distribution and high participation rates.
- Managed the sales of lanyards and educational books in collaboration with lecturers, consistently meeting sales targets among Accounting students.
- Monitored and aligned organizational goals by overseeing the vision and execution of multiple work programs.
- Facilitated strategic decision-making to monitor and coordinate internal and external activities effectively.
- Collaborated with cross-functional program divisions to develop concepts, track progress, and produce comprehensive reports.

Tax Center SV IPB University

Jan 2022 - Jan 2023

Secretary II of Division PHDD

- Organized biweekly meetings for 20 members of the webinar on accounting and entrepreneurship, ensuring effective scheduling and accurate documentation of key discussion points.
- Managed member attendance records, tracking participation and addressing absences across all division members.
- Monitored and supervised the decoration design division, ensuring task completion while providing guidance and creative input to enhance outcomes.

Webinar Accounting and Entrepreneurship

Jan 2023 - Mar 2023

Secretary II

- Prepared a comprehensive event proposal, submitted for campus approval, outlining the objectives, logistics, and benefits of the planned event.
- Drafted official permission letters, invitation letters for lecturers, and organized participant and committee member lists to ensure proper documentation and invitations.
- Managed biweekly meetings for 20 team members of the Accounting and Entrepreneurship webinar event, documenting key discussions and action items for future reference.

Akmapesa Day Competition

May 2023

Master of Ceremony

- Led and guided the execution of Sports Week events across three study programs, organizing various sports and e-sports competitions to engage participants and foster community involvement.
- Developed strong public speaking and improvisation skills to ensure smooth event execution within tight timelines, while preventing disruptions and maintaining a positive atmosphere.
- Coordinated with event partners, communicated event schedules, and collaborated with organizers and participants to guarantee seamless event operations.

Webinar Accounting and Entrepreneurship

Mar 2023

Master of Ceremony

- Spearheaded the organization of a public webinar on Accounting and Entrepreneurship, featuring expert material provided by the Ministry

of Cooperatives and Small and Medium Enterprises.

- Honed public speaking and improvisation skills to ensure the event ran smoothly within a limited time, minimizing disruptions and creating an engaging atmosphere for attendees.
- Managed event scheduling and coordinated with the organizing committee and participants to ensure seamless execution of the webinar.

Skills, Achievements & Other Experience

- **Achievements** (2025): BNSP-Certified Professional Accounting Technician
- **Achievements** (2024): Brevet AB Tax Certification
- **Soft Skills**: Indonesia (Native Speaker), English (Professional Working Proficiency)
- **Projects** 📌 (2021): 7 Habits of Highly Effective People
- **Hard Skills** : Accounting Software (MYOB, Accurate, ACL) Microsoft Excel, Microsoft Word, Microsoft Power Point, Google Sheet, Canva, SPSS
- **Hard Skills** 📌 (2023): Tax Center SV IPB Organization
- **Soft Skills**: Leadership, Public Speaking, Team Collaboration, Problem Solving, Critical Thinking
- **Hard Skills** 📌 (2023): Head of Cooperative Division Certificated