

Elfia Aulina Lukito

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Qualification Profile

I am a fresh graduate with a Bachelor's degree in Accounting. I have a strong understanding of financial management, financial reporting, account reconciliation, and administrative processes. I am detail-oriented, hardworking, and eager to continuously develop my skills through professional experience. I am also proficient in SAP, Accurate, and Microsoft Excel, and aspire to build a career in finance, accounting, and auditing.

Education

Major in Accounting, Faculty in Business and Management UII 2020 – 2025

- IPK : 3.56/4.00

Muhammadiyah 2 Yogyakarta High School 2017 - 2020

Work Experience

Accounting and Administration

June 2025 - May 2026

PT Bhumi Raya Sejahtera, Yogyakarta

- Prepared financial statements, including balance sheets and general ledgers.
- Recorded and managed financial transactions accurately.
- Managed cash inflows and outflows to maintain effective cash flow control.
- Prepared accounts payable and accounts receivable reports.
- Prepared monthly budgets to support financial planning and decision-making.
- Performed bank reconciliations by comparing bank statements with financial records to ensure data accuracy.
- Managed financial reporting processes and performed asset calculations.

Accounting

January - May 2025

Yassalam Group, Yogyakarta

- Prepared Financial Reports, balance sheet and general ledgers
- Prepared monthly budget plans
- Reconciled bank statements with financial records
- Managed financial reporting systems and asset calculations

Foodpedia Gejayan, Yogyakarta

Sosial Media Marketing

Nov 2021 - 2024

Managed, designed, and executed digital marketing strategies while promoting products across social media platforms

Public Relation

Nov 2022 - 2024

- Responsible for preparing interpersonal communication plans
 - Planned and execute public events
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Finance Administration

January 2023 - June 2024

Kandang Bhumi Ngaglik, Yogyakarta

- Developed financial applications and records
- Prepared financial reports
- Managed financial reporting systems and asset calculations

Achievements

- Managed financial documentation and administrative records efficiently.
 - Experienced in using SAP, Accurate, and Microsoft Excel for financial administration.
 - Prepared accurate monthly financial reports and bank reconciliations.
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Skill

Microsoft Excel | Time Management | Leadership | Communications | Interpersonal Relation | SAP | Attention to Detail
