

YASMIN SALMA KHAIRURRIZQI

yasminsalma27@gmail.com | +6285694829409 | www.linkedin.com/in/yasmin-salma

PROFILE

Finance and administration enthusiast with practical experience in operational tasks, data entry, archiving, auditing, and document management. Strong attention to detail in data verification and financial documentation. Eager to build a solid career track in compliance, finance, or corporate administration.

EDUCATION

Bachelor of Management, Institut Bisnis Muhammadiyah Bekasi Oct 2021 – Sept 2025

- GPA: 3.69/4.00

WORK EXPERIENCE

Finance Administration Support Internship, PT Bundamedik Tbk Dec 2025 – Jun 2026

- Handled financial reconciliation between RSIA Bunda Jakarta KSO and partner laboratories for the 2025 period.
- Performed reconciliation and rebate calculations from various insurance partners and third parties in accordance with applicable SOPs and agreements.
- Organized and managed outpatient and inpatient billing documents to support financial administrative order.
- Supported the smooth operations of the finance department by providing administrative assistance to improve efficiency.
- Prepared and completed documents, required for the 2025 financial audit vouching process.

Custodian Internship, PT Triputra Agro Persada Tbk Nov 2024 – Nov 2025

- Managed and controlled over 1,000 legal documents, licenses, and insurance policies for all entities within the Triputra Agro Persada Group.
- Implemented document digitalization and archiving updates, including the management of company insurance policy renewals.
- Executed secure, watermarking, scanning, labeling, and hyperlinking processes on documents to ensure archive security and traceability.
- Processed dozens of document transactions per week through the internal custodian system (registration, release, borrowing, and returning).
- Updated legal-license document recapitulation data for 23 companies, ensuring data accuracy across departments.
- Drafted outgoing letters, receipts, and document handover reports.
- Conducted stock opnames and physical document verification to ensure compliance with corporate governance policies.
- Collaborated with the Legal, Accounting, and Finance divisions regarding document requests and data verification processes.
- Supported the preparation of presentation materials and administrative reports related to corporate policies and compliance.

Administration Internship, Institut Bisnis Muhammadiyah Bekasi Jun 2023 – Aug 2023

- Supported daily academic administration activities and ensured accuracy in student transaction data.
- Verified student payment receipts and organized financial documents into appropriate categories.
- Prepared petty cash journals for daily transaction record-keeping.
- Provided administrative services to students regarding their academic and financial needs.

Audit Internship, KAP Budiandru dan Rekan

May 2022 – May 2023

- Communicated and coordinated with clients regarding document completeness and the audit process.
- Managed and sorted audit documents by category to ensure well-organized working files.
- Drafted audit engagement letters as official documents for conducting general audits.
- Supported senior auditors in reviewing financial statements and performing preliminary company condition analyses.
- Prepared audit working papers and documented audit findings.
- Conducted stock opnames, cash opnames, and transaction sampling to assess the fairness of financial statements.
- Drafted audit financial statement reports in accordance with applicable reporting standards.
- Conducted client site visits for physical data and document verification.

ORGANIZATION EXPERIENCE

Secretary, English Student Association

Sept 2021 – Sept 2022

- Managed archives, correspondence, and organizational administration.
- Prepared accountability reports and event documentation.
- Updated membership data and member attendance records.

SKILLS

Language: Indonesia (Native), English (Intermediate)**Software:** Microsoft Word, Excel, Power Point, Teramedik**Hard Skills:** Document Control, Administration, Accounting, Audit, Bookkeeping, Transaction Verification, Presentation, Record Keeping, Data Entry, Archiving**Soft Skills:** Collaboration, Teamwork, Effective Communication, Public Speaking
