

# SOLAGRATIA GETRICH

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## SUMMARY

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Accounting and Finance focused professional with one year of professional experience as an Accounting Staff, supported by Brevet A&B. Proficient in SAP and Accurate Software, with experience in journal entries, bank transaction preparation, and monthly closing for financial reporting. Strong numerical and analytical skills with a solid understanding of accounting principles and practices. Proven ability to maintain accurate financial records, ensure compliance, and support efficient reporting processes. Detail-oriented, adaptive, and committed to high standards of integrity and accuracy.

## EDUCATION

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**Diponegoro University | Semarang**  
**Current GPA: 3.62/4.00**

**2021–2025**

## WORKING EXPERIENCE

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### **Accounting Staff at Patin Resources**

**Feb 2026– Aug 2026**

- Handled daily company financial transactions with regulatory requirements, including recording AR (account receivable) and AP (account payable), and generated sales and purchase invoices using Accurate software, managing +50 transactions each month.
- Performed monthly closing procedures by reconciling bank accounts with journal entries and preparing financial statements (income statement, balance sheet, cash flow statement, statement of changes in equity)
- Ensuring tax compliance by determining the correct tax classifications (PPN, PPh 21, PPh 23, PPh 4(2), PPh 25) and analyzing reports

### **Finance and Accounting Staff at Alamtri Minerals Indonesia**

**Aug 2025– Feb 2026**

- Reviewed and recorded 50+ vendor invoices accurately and on time using SAP software
- Verified, completed documentation, and journalized 30+ Import Declaration (PIB) entries in SAP software
- Prepared bank transaction and maintained monthly worksheets to support financial analysis and reporting
- Reconciled, reviewed, completed data, and journalized in 20 expense reports and cash advances (CA) to ensure accuracy and compliance
- Posted 50+ journals entries during monthly closing to ensure timely and accurate financial statements
- Reviewed, completed, and journalized 50+ non-PO invoices in accordance with accounting procedures and principles

**Internship at Otoritas Jasa Keuangan (Supervision)****Jan 2024–Feb 2024**

- Created RAB 30+ banks in Central Java under OJK supervision
- Involved in the examination of 20+ KAP audit reports with the Bank in accordance with OJK regulations

**Internship at Kantor Pelayanan Pajak Semarang (Tax)****Sept 2023 – Nov 2023**

- Checked and labeled 100+ Tax Collection Letters (STP)
- Researched and compiled 50+ Corporate and Personal Tax STP
- Inputted 50+ Corporate Taxpayer data

**ORGANIZATION EXPERIENCE**

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**KESMES (Kelompok Studi Masalah Ekonomi dan Sosial) FEB Diponegoro University**

- **Head of Division Academic**

**Feb 2023–Feb 2024**

- Lead and supervised 4 people in running the work program
- Involved in supervising the implementation of Debate Training which has been successfully implemented and attended by 30+ participants

- **Academic Division Staff**

**Feb 2022 – Jan 2023**

- Successfully completed the ESC (Education Social Competition) work program which was carried out and attended by more than 20 participants

**Event Staff at PMK FEB UNDIP****April 2023 – Jun 2024**

- Making the 10 programs arrangement and PPT in the worship program that is routinely carried out every Friday

**ODM FEB UNDIP****Aug 2022**

- ODM FEB observer who helps 9 new students get to know the faculty and understand the world of lectures at FEB and completing assignments during ODM FEB

## **CERTIFICATIONS**

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- **Brevet Tax A & B Certification**, Indonesia Accountant Association **Jan 2025- Jan 2030**  
Learning Topics: General provisions of taxation, general income tax, income tax withholding and levies, land and building tax, VAT, corporate tax, and tax accounting.
  - **Basic Financial Accounting**, Indonesia Accountant Association **Jan 2025-Jan 2030**  
Learning Topics: Basic accounting, cash and inventory accounting, asset accounting, liability accounting, and financial statements and financial statement analysis.

## **SKILL AND LANGUAGES**

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- Technical Skills: Google Suites, Microsoft Excel (Vlookup, Hlookup, Pivot Table, Sumif, If), SAP, Accurate
  - Soft Skills: time management, detail-oriented, adaptive, teamwork, stress management, problem solving, leadership, and communication.
  - Languages: Indonesian and English.
  - Preference : Accounting Staff, Finance Staff, and Tax Staff