

CURRICULUM VITAE

ALIFIA KUSUMANINGTYAS

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PROFFESIONAL PROFILE

Accounting and Administrative Professional with hands-on experience in financial management, reporting, budgeting, and operational support. Recognized for maintaining accurate financial data, streamlining administrative processes, and delivering reliable reports to support organizational goals and business decisions. Eager to leverage my analytical, organizational, and problem-solving skills in a Management Trainee program, where I can broaden my business knowledge, develop leadership capabilities, and contribute to operational excellence while growing into a future management role.

CAREER SUMMARY

ACCOUNTING SPPG Tamanbaru Cilegon Citangkil 2	Cilegon <i>Januari 2026 – now</i>
- Prepared monthly and annual financial statements, including account reconciliations and journal adjustments - Ensured accounting data in the system and financial reports were accurate, consistent, complete, and delivered on time - Conducted financial trend and budget variance analysis, providing insights and recommendations to improve efficiency and company performance - Participated in the development and continuous improvement of financial systems and reporting processes - Prepared complete and well-organized supporting data and documentation for financial audits (internal and external) - Coordinated with related departments in collecting, verifying, and analyzing data to support the financial reporting process	
Achievements: - Improved financial recording accuracy to 100% with zero discrepancies - Accelerated the monthly financial reporting process	

ADMINISTRATIVE STAFF Chicken DayYogyakarta Outline	Yogyakarta <i>September 2023 – September 2025</i>
Supports daily office operations by performing clerical and organizational tasks. Organizing and maintaining the company's document filing systems, both physicaland digital, ensuring easy and efficient access, managing office supply inventory, including procurementand inventory control, reducing operational costs through efficient management methods.	
Key Responsibilities - Handle incoming and outgoing correspondence (emails, letters, packages) - Maintain organized filing systems (digital and physical) - Providing administrative support, such as data processing and report preparation, to enhance the efficiency of administrative processes - Assisting with invoice processing and expenses, as well as financial reconciliation, to improve the accuracy of financial reports - Updating product information, recording inventory levels, entering daily sales transactions, inputting and managing online or in store customer orders, generating reports related to sales performance, stock levels, customer preferences, and other relevant matrices - Liaise with internal teams and external partners when necessary.	

EDUCATION

UNIVERSITAS ISLAM INDONESIA Bachelor of Economics	Yogyakarta <i>September 2020 - July 2022</i>
GPA : 3.93	
- Understanding economic principles that support administrative decision-making, including economic data analysis for project planning and management. - Utilizing insights from Development Economics to support strategic planning and project budget management, ensuring that decisions align with the organization's long-term goals.	

SKILLS & LANGUAGES

Hard Skills : Microsoft Word: Proficient in creating and managing documents, using templates, formatting text and paragraphs, creating tables, and performing mail merge (Intermediate)	
Microsoft Excel : Skilled in creating spreadsheets, using basic to advanced formulas and functions (VLOOKUP, Pivot Table), data analysis, and creating charts (Intermediate).	
Microsoft Power Point : Creating and Designing Presentations, incorporating multimedia elements, data visualization	
Soft Skills : Effective communication, time management, problem solving, multitasking, teamwork, attention to detail, effective coordination, reporting data, leadership	
Certification : CEPT (CEPT Certificate.jpeg), Vocasia (vocasia_certificate.png), Mekari (Mekari certificate.pdf)	
Languages : English (Intermediate).	