

**TSABITA KRISNA****Address : Cikarang, Kabupaten Bekasi****Phone : 081774987788****Email : tsabitakrisna81@gmail.com****Linkedin : linkedin.com/in/tsabitakrisna****BRIEF PROFILE**

I am a graduate of the Economics program at the Syekh Nurjati Cirebon State Islamic University with a GPA of 3.58. I am interested in pursuing a career in finance, accounting, and taxation at private companies and government agencies. I am experienced in managing the entire financial transaction cycle, from verifying and reconciling invoices, purchase orders, sales orders, and delivery notes to tax invoices and import documents (PIB, Customs Billing ID, NTPN/BPN), with a processing volume of 100 – 250 invoices. Experienced in tax administration (VAT, Income Tax, e-Invoicing, Coretax DJP), bank statement reconciliation, monitoring vendor and customer payments, cash flow management, as well as supporting internal audits and physical inventory counts in accordance with company SOP. Cross industry experience with a background in government administration gained during an internship at the Bekasi Regency BPKD, which fostered a high level of discipline in document management, procedural compliance, and formal reporting. Proficient in Mekari Jurnal, e-Faktur, Coretax, and Microsoft Excel for processing and analyzing financial data, supported by attention to detail, integrity, and the ability to ensure data accuracy and timely completion of tasks.

EDUCATION**1. SIBER SYEKH NURJATI STATE ISLAMIC UNIVERSITY CIREBON | 2021 – 2025 | 3.58**

THESIS : THE EFFECT OF AVERAGE LENGTH OF SCHOOLING AND UNEMPLOYMENT RATE ON POVERTY LEVELS IN BEKASI REGENCY

WORK EXPERIENCE**1. CV Nyata Teknik Solusi | Finance Accounting | October 2024 – Present | Bogor**

- Manage all aspects of the projects financial and tax administration, including verifying and reconciling transaction documents such as invoices, purchase orders, sales orders, delivery notes, Coretax DJP tax invoices, and VAT and income tax invoices, recording purchases and sales of materials, monitoring cash flow and payments to vendors and customers, coordinating with the engineering team regarding the Bill of Materials, and assisting with warehouse inventory counts to ensure the accuracy of project costs and the smooth operation of the company.

2. PT Amandina Bumi Nusantara | Finance Accounting | December 2025 – June 2026 | Cikarang

- Manage the administration and control of financial transactions by verifying 100 – 250 invoices, purchase orders, delivery notes, tax invoices, import documents, payment receipts, vendor and customer records, monitoring payments due, managing cash inflows and outflows, processing purchase and sales data using Microsoft Excel, handling tax administration through e -Faktur, bank statement reconciliation, document control, and support for internal audits and physical inventory counts, thereby ensuring transaction accuracy, completeness of financial documents, procedural compliance, smooth payment processes, and the timely preparation of financial reports.

3. PT Sinarindo Megah Perkasa | Accounting | September 2025 – December 2025 | Jakarta

- Manage accounting administration by recording sales and purchase transactions using Mekari Jurnal, verifying invoices, purchase orders, tax invoices, and delivery notes, preparing payment vouchers and quotation documents, monitoring customer payments and bank drafts, reconciling bank statements, managing cash flow using Microsoft Excel, and supporting the preparation of financial reports that are accurate, complete, timely, and in accordance with company SOP.

4. Internship at the Bekasi Regency BPKD | February 2024 – June 2024

- Support operational and secretarial administration through the management of correspondence, document filing, processing of personnel data, preparation of official travel orders and travel reports, administration of goods and services procurement, Employee Performance Targets, and agency performance reports by utilizing digital information systems, thereby ensuring data accuracy, administrative completeness, effective document management, smooth coordination among work units, and compliance with procedures.

TECHNICAL SKILLS

- Financial and Accounting Administration
- Tax Administration
- Accounts Receivable and Accounts Payable Control
- Financial Reporting Support
- Procurement and Vendor Administration

SOFT SKILLS

- Thorough and Detail Oriented
- Analytical Thinking and Problem Solving
- Time Management and Prioritization
- Integrity and Responsibility
- Adaptable and a Quick Learner When it Comes to New System
- Able to Work Under Pressure and MultitaskInitiative

- Negotiation Skills
- Ability to Work Under Pressure
- Continuous Improvement
- Professionalism