

DAFTAR RIWAYAT HIDUP

Jihan Rafifah Wijaya

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ABOUT

An enthusiastic learner as an accounting student at Pembangunan Jaya University (GPA 3.70) who's highly organized, reliable, and a hard worker. I had intern experience as a Finance Accounting internship and also other organizations and projects. As an Accounting student with the ability to be fast learner and time management skills, I am able to do several project activities and internships internal and external with good contributions in a team or individual.

EDUCATION

Universitas Pembangunan Jaya **2020 – Present**

3rd year Undergraduate Accounting (GPA 3.70 out of 4.00)

SMK Negeri 1 Kota Tangerang Selatan **2016 – 2019**

Accounting (Average Final Grade 86)

INTERNSHIP EXPERIENCE

CROWN WORLDWIDE INDONESIA **January 2023**

Finance & Accounting **July – September 2023**

- Calculating the consumer company tax rate based on gross income and income tax payable
- Input withholding tax slip made by the taxable entrepreneur for VAT purposes on taxable goods or taxable services

UNIVERSITAS PEBANGUNAN JAYA **July – September 2022**

Finance – Stock Opname

- Calculate the amount of physical merchandise inventory with barcodes
- Adjust accounting records with the physical stock held by the company
- File claims when defective products are discovered

KANWIL DIREKTORAT JENDERAL PAJAK (DJP) BANTEN **March 2021**

Tax Volunteers

- Assisting individual taxpayers in reporting the Annual Tax Returns through the e-filing application
- Provide education to the public about taxation

TRAKINDO UTAMA BSD **August – September 2019**

Finance

- Input financial data into DBS (Dealer Business System)
- Make a final invoice to the customer based on the current account
- Record document receipt transactions

PROJECT EXPERIENCE

Karate Club Universitas Pembangunan Jaya **September 2022 – Present**

Treasurer

Oversees all financial transactions and fundraising efforts going in or out of an organizing committee and make a report.

Himpunan Mahasiswa Akuntansi (HIMAKSI)

Ministry of Communication and Information Technology **September 2022 – Present**

Create, supervise, and assist the Public Relations Division and Design and Documentation Division in carrying out their work programs.

Design and Documentation Division **August 2021 – August 2022**

- Manage content for HIMAKSI social media content about accounting
- Scheduling HIMAKSI social media posts
- Documented events and projects

Tax Centre UPJ **April – December 2021**

Public Relations Division

- Create copywriting for website and social media Tax Centre
- Introducing Tax Centre to accounting student

DAKAURI (Dari Kami Untuk Negeri)

October 2020 – November 2021

DAKAURI “Dari Kami Untuk Negeri” is a community service event by the students of Universitas Pembangunan Jaya. This event is carried out to implement the first and third points of Tri Dharma Perguruan Tinggi.

Event Financing and Fundraising Division

- Develop a fundraising program
- Introducing DAKAURI to the student at UPJ

OTHER EXPERIENCE

Pemilihan Umum Ketua dan Wakil Ketua HIMAKSI Periode 2022/2023 **July – August 2022**

Head of Events

- Oversee all aspects from conception to evaluation for KPU
- Make a detailed and specific agenda (rundown) such as load time, events, performers, equipment and venues
- Set the time, place, and share the tasks of each member of the event session

Malam Keakraban Akuntansi UPJ Periode 2022

June 2022

Public Relations Division

- Develop public relations strategy for the event
- Maintain work timeline and periodic reports
- Create strategies and prepare document for event partnership

Accounting Student Gathering 2021

July – August 2021

Public Relations Division

- Develop public relations strategy for the Accounting Student Gathering
- Maintain work timeline and periodic reports
- Create strategies and prepare document for event partnership

Latihan Dasar Kepemimpinan Mahasiswa (LDKM) Jurusan Akuntansi

November 2021

Publication, Decoration and Documentation Division (PDD)

- Create investment content for social media (Instagram and TikTok)
- Documented events and projects