

# DAFTAR RIWAYAT HIDUP



## GIACINTA GALUH DWI WIDOWATI

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### ABOUT ME

A 6th-semester accounting student with years of experience in accounting and finance. Proficient in auditing, financial analysis, and skilled in budget management. I excel in both independent and team work, possess strong communication skills, and a high sense of responsibility. I'm constantly eager to learn and grow in the field of accounting.

### EDUCATION

**Pembangunan Jaya University**  
*Bachelor of Accounting, GPA 3.78*  
2020 – 2024 (expected)

### CERTIFICATION

**Brevet A & B Applied Tax Training**  
*Ikatan Akuntansi Indonesia, 135 SKP*  
Februari 2023 – April 2023

### PUBLICATION

**The Effectiveness Of Building Waterways As A Source Of Clean Water Needs For People In Kampung Garung, Leuwubatu Village, Bogor Regency**  
*Proceedings of UNIMUS National Seminar (Volume 4, 2021) | e-ISSN: 2654-3168*

### SKILLS

- English (*Intermediate*)
- Microsoft Office (*Word, Excel, Power Point*)
- Detail-Oriented
- Data management
- Problem Solving
- Time Management

### EXPERIENCES

#### **Tax Center of Pembangunan Jaya University**

Treasurer

(December 2022 – Present)

- Responsible for financial and administrative management.
- Verify and validate expense claims and expenditures for work programs.
- Prepare financial reports and maintain well-organized financial transaction records.
- Maintain good relationships with DJP, nearest KPP, and other units at the University.
- Assisting Taxpayers in reporting SPT through e-Filing.

#### **Pembangunan Jaya University**

Administration Staff in The Field of Tridharma

(February 2022 – December 2022)

- Managing 5,000 documents, both in physical and digital form.
- Writing and distributing meeting minutes to all relevant parties.
- Preparing approximately 50 invitation letters

Stock Controller

(July 2022 – September 2022)

- Auditing and calculating all campus fixed assets by category.
- Listing campus fixed assets without barcodes.
- Summarizing the collected Stock Opname data.
- Prepared to make reports to the main server in Ms. Excel format

#### **Student Executive Board of Pembangunan Jaya University**

Member of the Ministry of Academics and Professionalism

(January 2022 – August 2022)

- Sending 3 student delegates to national academic competitions.
- Developing problem solving strategies for academic and administrative issues in student lectures.
- Publishing approximately 50 information about scholarships, internships, academic competitions, seminars, and workshops.

#### **Directorate General of Taxes**

Tax Volunteer

(March 2021)

- Serving 2-3 Taxpayers per day in reporting SPT through e-Filing.
- Providing advice and recommendations to Taxpayers to help them recover their annual tax income.
- Providing tax education and information on the latest tax regulations.

#### **Village Fostering and Empowerment Holistic Program 2021**

Treasurer

(January 2021 – December 2021)

- Planning budget expenses for 8 divisions.
- Managing activity funds of IDR 36,400,000 in cash.
- Preparing cash expenditure reports and bookkeeping.
- Keeping and managing financial transaction receipts.