

# DAFTAR RIWAYAT HIDUP



**Rifdah Aristawati**

/Rifdaharista11@gmail.com/ linkedin: [www.linkedin.com/in/rifdaharistawati](http://www.linkedin.com/in/rifdaharistawati)

## SUMMARY

An undergraduate accounting student who had highly motivated and a learner enthusiast that seeking for new knowledge and skills to start up my career. I have a strong expertise in communication skills, easily adaptable, good problem solving skills, and able to work with conscientious and maintain a good communication with the team.

## EDUCATION

**Pembangunan Jaya University** 2020 – Present  
Bachelor Degree in Accounting. (GPA 3.66/4.00)

## EXPERIENCES

**FreshBox – Tangerang** June 2023 – August 2023  
**AP and AR Intern**

- Assist the AR team to processing and recording B2B and E-commerce transactions .
- Performing AP and AR accounts reconciliation.
- Assist AP team to receive and check the completeness of the documents (invoice, receipt, etc) from vendor
- Assist AP team to processing vendor payment on accounting software (accurate)

**PT Sun Karya Indonesia - Central Jakarta** December 2022 – January 2023

### Administration Freelance

- Organizing and accomplish company's archive from 2020 – 2022.
- Checking and maintaining documents for business related transaction such as invoice, delivery order, and payment confirmation receipt.

**PT Sun Karya Indonesia - Central Jakarta** June 2022 – July 2022  
**Accounting Intern**

- Support accounting team to maintain and corrects accounting errors and posts journal entry adjustments to accounting software (Jurnal.id).
- Help to manual reconciliations.

**Bengkel Teluk Naga - Tangerang** October 2020 – May 2022  
**Administration Staff**

- Create quotation and invoice for buyer.
- Manage, create, and updating spreadsheets of transactions.

## ORGANIZATION EXPERIENCES

**Himpunan Mahasiswa Akuntansi UPJ** August 2021 – August 2022

### Staff of Research and Development

- Experience with evaluate every division and staff performance and give suggestions in every event based on survey.
- Make a time plan for the period.
- Experience as a person in charge for an organization event.

## PROJECT / VOLUNTEER EXPERIENCE

**Get To Know Tax** 2022

### Head of Publication, Design, and Documentation

- Creates and help design for poster, booklet, zoom background, 1000+ E-certificate, and instagram feed.
- Creates and help design for poster, booklet, zoom background, and instagram feed.

**Kantor Wilayah Direktorat Jenderal Pajak Banten** 2021

### Tax Student Volunteer

- Assist to reporting the annual income tax return (SPT) for tax payer, mainly through e-Filing.

## ADDITIONAL INFORMATION

- **Soft Skills:** Communication, Time Management, Problem Solving, Adaptability, Critical Thinking, and Analytics.
- **Hard Skills:** Microsoft Office (Ms. Word, Ms. Excel, Ms. Powerpoint), Google Office, Jurnal.id, and Accurate.
- **Languange Skills:** Indonesia (Native), English (Intermediate).