

Albinta Maaza

Internship Student, Accountant, Assistant

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A motivated Accounting Managerial student with strong skills in financial analysis, tax management, and business administration. Seeking to leverage proven analytical, project management, and communication skills to contribute effectively to a financial or business analyst role. Open to remote work opportunities.

WORK EXPERIENCE

Internship Student, Surveyor – Bank Indonesia Oct 2024 - Des 2024

- Conducted economic surveys to gather data on inflation, consumer behavior, labor market trends, and business sectors, contributing to critical decision-making processes.
- Communicated with business owners to gather insights on market developments, business challenges, and future projections, creating detailed reports for internal use.
- Reconciled 20+ survey statements monthly, identifying discrepancies and ensuring the accuracy of financial records
- Reconciled bank accounts and provided summary reports to management, helping improve decision-making efficiency.

Event Coordinator – Yearbook Committee, School Committee Nov 2023 - Feb 2024

- Prepared event reports and tracked key performance indicators to measure event success
- Assisted with event planning and execution, resulting in successful and well-attended events
- Led a team of 15 volunteers, ensuring the smooth operation of event activities and adherence to schedules.

Event Staff – Superstar Science Olympiad, School Committee Oct 2023 - Jan 2024

- Organized a large-scale conference with over 270+ attendees, resulting in a successful event
 - Prepared event reports and tracked key performance indicators to measure event success
 - Assisted with event planning and execution, resulting in successful and well-attended events
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EDUCATION

Bachelor's Degree Jun 2024 - Jun 2028 (expected)

Batam State Polytechnic

Major: Business Management – Accounting Manajerial

- Engaged in project-based and problem-based learning systems, improving communication, critical thinking, and problem-solving skills.
- Participated in accounting and business computer application courses, gaining hands-on experience in financial software and analysis tools.

Associate Graduated: Jun 2024

MAN Batam High School

- Excelled academically, winning the OSPAN and NOSeC Olympiad in 2022, demonstrating strong time management and analytical skills.
- Active member of student organizations, gaining leadership experience in various committees.

COURSES

Business Computer Application Batam State Polytechnic	Jun 2024 - Now
Accounting Practices for Service Company Batam State Polytechnic	Jun 2024 - Now

AREA OF EXPERTISE

Financial Data Analysis	Project Management
Bank Reconciliation & Reporting	Event Planning & Coordination
Microsoft Office Suite (Excel, Word, PowerPoint)	Time Management & Organizational Skills
Accounting Software	Critical Thinking & Problem Solving
Communication & Team Collaboration	Adaptability & Fast Learner

LANGUAGES

- English (Basic proficiency – conversational)
- Indonesian (Native Speaker).