

Davina Harva Kencana

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Summary

I graduated from Wikrama Vocational High School Bogor, specializing in office management and business services. My hands-on experience as a finance intern at PT Optima Winwin Solution involved analyzing financial reports, supporting budgeting, and evaluating financial control systems to ensure accuracy and compliance. I am now eager to pursue a career in data analytics, driven by a passion for transforming data into actionable insights. I am committed to further developing my technical skills, including statistical analysis, programming languages, and big data processing tools.

Education

Wikrama Vocational High School Bogor July, 2022 – June, 2025
Specialization: *Office Management and Business Services*
Relevant coursework: records management, information technology for business, and financial accounting.

Core Competencies

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|--------------------------|------------------------|-----------------------------|
| • Cost Management | • Cash Flow Management | • Data Analysis |
| • Financial Reporting | • Project Management | • Compliance Management |
| • Technology Proficiency | • Resource Allocation | • Administrative Management |

Experience

PT Optima Winwin Solution | Bogor | Indonesia January, 2024 – June, 2024
Finance Staff Intern

- Reconciled daily bank statements and cash transactions, ensuring financial record accuracy.
- Prepared and processed settlements and reimbursements with precise documentation.
- Managed client invoicing for timely, accurate billing.
- Developed Fund Requests to optimize cash flow.
- Analyzed outstanding collaborations to clarify financial obligations.
- Organized and reviewed financial documents for thorough record-keeping.
- Monitored cash inflows for accurate revenue tracking.
- Prepared monthly sales income summaries for revenue analysis.
- Archived Payment Order documents for efficient and accessible record-keeping.

POSPAY | Bogor 2022 – 2024
Payment Service Representative

- Provide exceptional service to every customer, ensuring their needs are prioritized.
- Prepare comprehensive daily financial reports.

Projects

Industry class hosted by PT One Spirit Asia | Bogor October, 2023
Event Organizer

- Developed and presented a proposal for an exhibition titled "Kartini: Princess of Java."
- Directed the event and designed all necessary materials and logistics.

Competence-Based Training | Bogor December, 2023
Personal Assistant

- Arranged schedules, organized academic documents and administrative tasks.

From Classroom to Boardroom: Mastering Meeting Management in Hospitality | Bogor December, 2023
Secretary

- Managed meeting essentials and conduct effective meetings.

Empowering Financial Literacy: School-wide Savings Awareness Initiative | Bogor
Event Organizer

- Executed a socialization event through comprehensive strategic planning.
- Coordinated the event's operations from inception to post-event evaluation.

Additional Information

Languages : English (TOEIC), Bahasa Indonesia (Native)
Interests : Data Science, Financial Technology, UI/UX Design