**Davina Harva Kencana**

West Java, Indonesia | +62 819 4738 8774 |

[davinawrbty@gmail.com](mailto:davinawrbty@gmail.com) | [www.linkedin.com/davinaharva](http://www.linkedin.com/davinaharva) | https://havna.netlify.app/

**Summary**

I graduated from Wikrama Bogor Vocational High School, majoring in Office Management and Business Services. My hands-on experience as a finance intern for 6 months 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**

**Major: *Office Management and Business Services***

Relevant coursework: finance, records management, information technology for business, and event organizing.

Certificate: TOEIC B1 Level, Event Management hosted by PT One Spirit Asia.

**Core Competencies**

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| * Budgeting * Financial Reporting * Technology Proficiency | * Cash Flow Management * Event Organizing * Data Visualization | * Data Analysis * Interpersonal Expertise * Administrative Management |

**Experience**

**PT Optima Winwin Solution | Bogor**

***Finance Staff Intern*  January 2024 – June 2024**

* Reconciling daily bank statements and cash transactions, ensuring financial record accuracy.
* Preparing and processed settlements and reimbursements with precise documentation.
* Managing client invoicing for timely, accurate billing.
* Developing Fund Requests to optimize cash flow.
* Analyzing outstanding collaborations to clarify financial obligations.
* Organizing and reviewed financial documents for thorough record-keeping.
* Monitoring cash inflows for accurate revenue tracking.
* Preparing monthly sales income summaries for revenue analysis.
* Archiving Payment Order documents for efficient and accessible record-keeping.

**PT Pos Financial Indonesia | Bogor**

***Payment Service Representative* March2022 – November 2024**

* Providing exceptional service to every customer, ensuring their needs are prioritized.
* Preparing comprehensive daily financial reports.
* Arranging content for promotion.

**Projects**

**Savings Application Development | Wikrama Vocational Highschool Bogor**

***Appsheet Developer* August 2024**

* Developing a comprehensive savings report application to streamline data management and reporting processes for a financial organization.
* This included executing data cleansing to ensure accuracy, developing a savings report application with AppSheet, and creating interactive dashboards in Looker Studio to visualize key financial metrics.ss