



RAHMA IZZATUN NISA

085591625189 | rahmaiztn01@gmail.com | <https://www.linkedin.com/in/rahma-izzatun-nisa-060934210/> | <https://rahmaizzatun.github.io/>

Central Java, Indonesia

Accounting graduate with hands-on experience assisting external audit processes at a public accounting firm. Familiar with preparing working papers, performing audit tests, and supporting inventory observations across various industries. Proficient in Microsoft Excel and ATLAS, with a basic understanding of audit standards and financial reporting. Eager to keep learning and contribute to reliable and ethical audit work.

Work Experience

Bina Citra Global Consulting - Central Java

Jan 2025 - May 2025

Tax and Consulting Intern

BCG Consulting Group is a tax and business consulting firm established in 2013, providing professional services tailored to clients' specific needs.

- Classified and reconciled 1,500+ financial transactions to ensure accurate and reliable financial reporting.
- Prepared monthly tax returns (SPT) for 10+ clients in compliance with Indonesian tax regulations.
- Maintained 100% on-time tax reporting, minimizing potential penalties.
- Assisted in preparing financial statements for 5+ clients using MYOB software.

Anwar & Rekan Public Accounting Firm (DFK International) - Jakarta

Jan 2024 - May 2024

Audit Intern

KAP Anwar & Rekan was founded with objective to become the strategic partner for our clients by providing high quality services to enhance client's business performance.

- Assisted in preparing 15+ ATLAS reports using the Audit Tool and Linked Archive System, documenting client business conditions and key findings.
- Performed stock opname for 100+ inventory items across 8+ client sites to verify alignment between physical counts and inventory records during audit fieldwork.
- Reviewed and cross-checked 1,000+ audit samples with supporting documents to ensure accuracy and compliance with audit standards.
- Assisted in revising and organizing audit report drafts for 10+ client companies to support the completion of financial statement audits.
- Conducted footing and tie-up procedures to ensure consistency and accuracy between audit working papers and financial statement disclosures.
- Supported the finalization of audit reports for 10+ clients by compiling supporting documents and preparing deliverables for audit opinion issuance.

Ostia Kaktus - Purwokerto, Central Java

Mar 2023 - May 2025

Finance and Accounting

Ostia Cactus is a small and medium-sized enterprise (SME) that provides various green souvenirs, such as batik bouquets, terrariums, and hampers. This initiative is part of a global-era greening and zero-waste campaign.

- Forecasted cash needs and managed cash flow to support daily business operations.
- Recorded transactions and prepared monthly financial statements using accounting software.
- Presented financial reports to support strategic decisions.
- Co-founded and developed the business, receiving national funding and exposure through P2MW and national exhibitions.

Laboratory of Foreign Language FEB Unsoed - Purwokerto, Central Java

Feb 2021 - Mar 2022

Laboratory Assistant

LBA FEB Unsoed is providing a complete range of services. These include professional translation and proofreading, online TOEFL and TOEIC, as well as language courses. Our emphasis extends beyond English to encompass proficiency in Japanese, Korean, and Arabic.

- Translated and proofread over 400 pages of academic documents including theses, journal articles, and papers.
- Managed translation projects with up to 5,000 words per assignment

Creative Multimedia Laboratory - Purwokerto, Central Java

Nov 2022 - Dec 2023

Laboratory Assistant

Creative Multimedia Laboratory is one of Laboratory established in 2019 to give place of student who are interest in producing content while learning in Economics and Business Faculty, Jenderal Soedirman University.

- Produced 50+ creative assets including graphics, motion videos, and podcasts for clients including government ministries, regional events, and academic departments.
- Ensured high-quality visual content delivery aligned with brand guidelines and project goals.

- Contributed to event success by delivering consistent and engaging multimedia support.

Education Level

Universitas Jenderal Soedirman - Purwokerto, Central Java
Bachelor Accounting

Jun 2021 - Jun 2025

Organizational Experience

International Relations Office - Purwokerto , Central Java
BiPa Assistant

Dec 2024 - Jul 2025

The International Relation Office (IRO) is an institute under the Directorate of Partnership and International Relations of Unsoed which provides professional supports and advising services to international students who are coming for full-time study and exchange programs, and scholars regarding their study and immigration status in Indonesia.

- Supported Bahasa Indonesia learning for international students through interactive sessions and real-life conversation practice.
- Introduced Indonesian culture via thematic presentations, local food sessions, and cultural activities.
- Acted as a cultural buddy, assisting students in adapting to local environments and promoting cross-cultural understanding.

Pemira FEB Unsoed - Purwokerto , Central Java
Head of Media

Aug 2022 - Mar 2023

- Led 6 person in accordance with media's roles to design, publish, and increase awareness
- Led media production of 500+ digital materials including flyers, pamphlets, logos, and social media posts to support the election campaign.
- Coordinated with 8 divisions
- Successfully supported the election process through impactful media campaigns

DLM FEB Unsoed - Purwokerto, Central Java
Staff

Feb 2022 - Jan 2023

- Recognized as Best Staff of the Month for outstanding contribution and initiative.
- Successfully executed three division programs, including the publication of booklets, bulletins, and digital design projects.
- Designed and published over 200 materials, including pamphlets, videos, and social media posts, for 10 departments across the faculty.

Himpunan Mahasiswa Jurusan Akuntansi - Purwokerto, Central Java
Staff

Jan 2022 - Feb 2023

- Served as Master of Ceremony for the Accounting Computer Class program.
- Contributed to the success of a keynote event featuring the Vice Rector for Education and Student Affairs and the International Program Officer.
- Managed and designed monthly student magazines to support department-wide communication and engagement.

Unsoed Property - Purwokerto, Central Java
Coordinator of Media

Dec 2022 - May 2023

- Led routine media division meetings and coordinated collaboration with 9 internal divisions.
- Oversaw the design and publication of 100+ social media posts and promotional materials.
- Developed content campaigns related to property topics in partnership with Sapphire Group Company to raise public awareness and engagement.

Skills, Achievements & Other Experience

- **Achievements** 🏆 (2023): 2nd Winner Idea Pitching
- **Achievements** 🏆 (2023): P2MW Awardee (National)
- **Course** 🎓 (2023): Data Analytics Course by RevoU
- **Course** 🎓 (2024): Microsoft Excel Mastery for Finance
- **Certification** 📜 (2022): TOEFL
- **Certification** 📜 (2025): Certified in Accounting Finance and Business (CAFB)
- **Certification** 📜 (2025): Brevet A dan B
- **Certification** 📜 (2024): Junior Accounting Technician
- **Certification** 📜 (2023): Digital Marketing-Certified BNSP