

NASYWA RAIHANAH FATRA

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Accounting graduate from the University of Riau with a GPA of 3.85/4.00 (Cum Laude), with experience supporting banking transactions, financial documentation, data entry, and administrative processes. Familiar with journal entries, general ledger concepts, financial recording, document control, and Microsoft Office. Brings strong attention to detail, analytical thinking, teamwork, and time-management skills. Seeking an entry-level Accounting Staff, Finance Staff, or Accounts Payable/Receivable role.

EDUCATION

University of Riau

Bachelor of Accounting | Aug 2022 – Mar 2026

GPA: 3.85/4.00 (Cum Laude) • Riau Provincial Government Scholarship Awardee, 2023–2026

PROFESSIONAL EXPERIENCE

PT Bank Mandiri (Persero) Tbk – Teller Kriya (July – September 2026)

- Supported daily banking transactions, including cash deposits, withdrawals, and other routine customer transactions.
- Verified customer information and transaction documents to support accurate processing and adherence to branch procedures.
- Maintained transaction records and supported daily administrative and operational activities.
- Provided customer service and communicated banking information in line with service standards.

PT Bank Syariah Indonesia Tbk – Intern (June – August 2025)

- Assisted with data entry and processing of financing applications, particularly gold-backed financing.
- Supported customer communication using standardized templates and helped maintain clear service documentation.
- Collaborated with the marketing team on customer acquisition activities and promotion of BSI Beyond digital banking products.
- Gained practical exposure to banking administration, financing documentation, and customer service processes.

ORGANIZATION AND COMMITTEE EXPERIENCE

Wirausaha Merdeka Mandiri FEB UNRI Batch I (August – December 2024)

Secretary

- Maintained accurate and timely group meeting minutes
- Coordinated and archived team discussion documents
- Collected, organized, and analyzed UMKM interview data

Capital Market School Group Investment Gallery FEB UNRI (September – November 2024)

Head of Division, Unit 3: Event and Relation

- Led a small team of around 5 people and delegated tasks to promote financial literacy among students
- Acted as liaison between the team leader, division members, and external partners
- Facilitated data collection and assisted in stock account registration

Student Executive Board (BEM) Faculty of Economics and Business UNRI

Women's Empowerment Staff Division (August 2023 – April 2024)

- Collaborated on student engagement and women's empowerment initiatives.
- Coordinated planning, documentation, and stakeholder communication for faculty events.
- Served as Executive Secretary for institutional forums involving student organizations and faculty leaders.
- Supported event operations, logistics, and participant coordination for major faculty programs.

Himpunan Mahasiswa Akuntansi Faculty of Economics and Business UNRI

Secretary of Secretariat (Kestari) Department (Januari – December 2024)

- Managed and archived organizational documents, official correspondence, and administrative records.
- Coordinated internal communications and scheduling activities across departments.
- Maintained documentation accuracy and ensured timely submission of organizational reports.
- Supervised and supported five department members to achieve departmental objectives.

Accounting Info Staff Division (January – December 2023)

- Supported financial data documentation and information dissemination within department.

VOLUNTEER

Trash Ranger Indonesia Regional Riau – Pekanbaru, Indonesia (March 2024)

Director of Treasury

- Recorded and monitored cash inflows and outflows for volunteer activities.
- Managed event budgets and expense tracking to ensure accountability.
- Assisted fundraising initiatives and financial reporting activities.

Community Service Program (KKN) – University of Riau (July – August 2024)

Secretary

- Prepared activity reports, meeting minutes, and administrative documentation.
- Coordinated communication between students, local government officials, and community stakeholders.
- Managed program records and ensured the completeness of supporting documents.
- Assisted in organizing community empowerment programs and village activities.

COURSE

- BNSP Certified Online Sales Officer (2025)
- BNSP Certified Digital Office Management (2024)
- Accounting Software Workshop (Accurate Accounting System), HIMA-AK FEB UNRI X IAI Muda Riau

CERTIFICATIONS

- Awardee, Riau Provincial Government Scholarship 2023-2026
- Best Participant, Training Legislative I – Student Representative Council (DPM) UNRI 2024
- Best Member, Student Executive Board (BEM) FEB UNRI, October 2023

SKILLS

- **Accounting:** Journal Entries, General Ledger, Financial Recording, Transaction Documentation, Basic Accounting Principles
- **Administrative:** Data Entry, Document Control, Record Management, Report Preparation
- **Software:** Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Accurate Accounting System (workshop)
- **Professional:** Attention to Detail, Analytical Thinking, Communication, Teamwork, Problem Solving, Time Management