

TRIA RIDHA MUSTIKA AJI

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Bandung, Indonesia

Bachelor of Applied Accounting from Bandung State Polytechnic, actively pursuing opportunities to apply my strong interest in finance, taxation, and administration. Demonstrated initiative and enthusiasm for recording, monitoring, and reporting financial transactions, while proactively preparing and systematically organizing financial documents. A detail-oriented, disciplined, and responsible professional who actively collaborates with team members to achieve shared goals, and is ready to be assigned to field locations with a strong commitment to safety and compliance.

Education & Certifications

Bandung State Polytechnic (POLBAN)  - Bandung, Indonesia

Aug 2021 - Jul 2025

Bachelor of Applied Accounting, 3.38/4.00

EPLC - Kampung Inggris Bandung

Oct 2025 - Dec 2025 (Expected)

Certificate in English Speaking Course (Intermediate Level)

Bina Muda Inspira

May 2025 - Jul 2025

Certificate in Tax Brevet A & B

Indonesian Professional Certification Authority

Apr 2025 - Jul 2025

Certificate in SAK ETAP - Based Financial Statement Preparation Cluster

Internship Experience

Secretariat of the West Java Provincial DPRD - Bandung, Indonesia

Jun 2024 - Dec 2024

Program and Finance Intern

- Recorded, monitored, and analyzed financial transactions for 80 accounts, ensuring accuracy and timely reporting demonstrating strong attention to detail and data management.
- Coordinated with internal teams to process over 200 financial and administrative documents monthly, developing strong organizational and communication skills.
- Supported financial decision-making by monitoring cash flow, preparing payment instructions, and maintaining a structured database improving operational efficiency by 40%.
- Ensured compliance with financial regulations and deadlines, showcasing accountability and problem-solving skills.

Organisational Experience

Accounting Student Association (HMAK)

Mar 2023 - Feb 2024

Head of Cadre Development Division

- Prepared 182 new members to develop independence, responsibility, creativity, adaptability, communication, and leadership skills through organizational programs.
- Fostered teamwork and solidarity among members, resulting in a 25% increase in participation in association activities.
- Planned, implemented, and evaluated 3 main and 5 supporting cadre development programs with a 95% success rate.

Paragon Campus Visit ITB by Novo Club West Java

Jun 2024 - Sep 2024

Field Coordinator

- Collaborated with 40 committee members and 200 participants to successfully execute all event activities on schedule and maintain smooth, orderly operations throughout.
- Fostered collaborative relationships with internal committees and external partners (sponsors and university representatives), leading to a 98% participant satisfaction rate.

Skills & Other Experience

- Hard Skills:** Financial Reporting & Data Analysis, Taxation Knowledge (PPh 21, PPh 23, VAT), Microsoft Office (Excel, Word, PowerPoint), Database Management (MySQL, SIPD System), Market Research & Reporting, Administration
- Soft Skills:** Communication & Interpersonal Skills, Teamwork & Collaboration, Organizational & Time Management, Leadership & Coordination, Adaptability & Problem-Solving, Attention to Detail, Enthusiastic & Willing to Learn
- Languages:** Bahasa Indonesia (Native), English – Upper Intermediate (TOEFL ITP 550)
- Projects:** Conducted a Business Training and Mentoring Program for Micro, Small, and Medium Enterprises (MSMEs) through the implementation of business management and asset management strategies, assisting 35 entrepreneurs in West Bandung Regency to

improve financial recording efficiency and overall business management.