

Devina Noviera Zega

Finance & Administration Staff

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Professional Summary

A detail-oriented and responsible graduate in Management with over 2 years of experience in administration and financial reporting. Skilled in data entry, petty cash management, invoice creation, and preparing monthly financial statements. Has strong organizational abilities, capable of working under pressure and committed to accuracy and efficiency.

Education

Bachelor of Management

Universitas Terbuka

2020 – 2025

- Specialized in Business and Financial Management

Senior High School – Social Sciences Program

SMAN 8 Kota Bekasi

2017 - 2020

- Active in school events and student committees

Work Experience

Finance Administration Staff

PT Ade Sahan

June 2022 – Present

- Created revenue and financial journal reports
- Performed accurate data entry for financial records
- Issued invoices and delivery orders
- Prepared monthly bookkeeping reports
- Supported general administrative functions

Part-time Barista

Akashiro Coffee Galaxy

December 2021 – March 2022

- Prepared coffee and beverages
- Operated cashier system and handled payments
- Performed stock checking and managed daily petty cash

Administration & General Affairs Staff
PT Baramora Jaya Perkasa
October 2020 – November 2021

- Compiled revenue and journal reports
- Handled data entry and document management
- Managed petty cash and office administration
- Created invoices and receipts

Organizational Experience

Event Committee – 8 CUP & ASTRO Art Performance
SMAN 8 Kota Bekasi | 2019

- Part of bodychecking team for inter-school competition (8 CUP)
- Involved in sponsorship search and guest artist selection for ASTRO event

Skills

- Financial Reporting
- Data Entry & Accuracy
- Invoice & Document Management
- Microsoft Office (Word, Excel)
- Petty Cash Handling
- Teamwork & Communication