



# SILVA SYALIKHA

081513141213 | silvasyalikha@gmail.com | <https://www.linkedin.com/in/silva-syalikha-bb1a70278>

JL. KP BALI V No.5 RT06/08, Central Jakarta, DKI Jakarta, 10250

I am a Fresh Graduate of the Bachelor Degree of Development Economic study program at the University of National Development "Veteran" Jakarta. Have internship experience as Internal Audit Intern for 4 months at the Ministry of Finance. Always respond quickly and able to think critical thinking in solving existing problems.

## Education

<b>Universitas Pembangunan Nasional "Veteran" Jakarta - Jakarta, Indonesia</b> <i>Bachelor Degree in Development Economic, 3.81/4.00</i>	Aug 2021 - Apr 2025
<b>SMAN 20 JAKARTA - Jakarta, Indonesia</b> <i>Senior High School in Social Sciences</i>	Jun 2018 - Jun 2021

## Internship and Organization Experience

<b>Kementerian Keuangan Republik Indonesia - Jakarta, Indonesia</b>	Aug 2023 - Dec 2023
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### *Internal Audit Intern*

- Conducting internal audits of state receivables and auctions and making audit reports for 3 years starting from 2020-2022 with the results of the achievement of increasing transparency and accountability in the management of state receivables and auctions
- Contribute to the audit program at KPKNL Jakarta IV by producing financial reports based on state receivables and auctions on current accounts, verification of NTPN (State Revenue Transaction Number) on the website [simponi.kemenkeu.go.id](http://simponi.kemenkeu.go.id) and review of auction receipts on the website [lelang.go.id/back-office](http://lelang.go.id/back-office)
- Recorded all procedures, compiled audit findings, and discussed the findings with senior auditors at KPKNL Jakarta IV
- Contributed to audits of hospitals and government ministries and agencies

<b>Badan Eksekutif Mahasiswa (BEM) FEB UPN "Veteran" Jakarta</b>	Jan 2023 - Dec 2023
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### *Staff of the Education and Science Department*

- Creating a student activity creativity program in developing, assisting, and facilitating the student family of FEB UPN "Veteran" Jakarta
- Creating an academic atmosphere and leadership spirit within the scope of FEB UPN "Veteran" Jakarta
- Establishing collaboration with student study groups in discussing scientific knowledge

<b>Majelis Permusyawaratan Mahasiswa (MPM) UPN "Veteran" Jakarta</b>	Aug 2021 - Oct 2021
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### *Junior Member of Commission 2*

- Supervision of student information and advocacy

## Committee Experience

<b>Competition of Economics 2023</b>	Mar 2023 - Oct 2023
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### *Vice Project Officer*

- Representing the project officer if the project officer is unable to the discretion determined by the project officer
- Assist the project officer in directing guiding and supervising the preparation of the implementation according to the specified jobdesc
- Asssist the project officer when making decisions

<b>Trophy of Economy 2023</b>	Mar 2023 - Nov 2023
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### *Equipment Division Staff*

- Responsible for making a list of all equipment needed to provide it for the needs of the event
- Responsible for conducting equipment rental relationships or activities
- Responsible for borrowing and returning event equipment
- Coordinate with all divisions related to the equipment needed and maintain the equipment in accordance with the design that has been made

<b>Economic Race Preparation 2023</b>	Apr 2023 - Sep 2023
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### *Treasurer*

- Responsible for financial affairs and activity funding
- Carry out financial management and maintenance and store all proof of transactions during the activity
- Make an Accountability Report (LPJ) of all income and expenditure flows during the activity
- Make the entire set of budget costs

**Basic Education in Development Economic 2022**

Jun 2022 - Nov 2022

*Mentor Division Staff*

- Supervise the MABA during the event
- Providing information related tasks to MABA
- Determining tasks for MABA
- Guiding and supervising the progress of MABA in doing the assigned tasks
- Responsible for everything related to MABA during the event day from beginning to end
- Organize and supervise the attendance of MABA

**PKKMB FEB 2022**

Jul 2022 - Aug 2022

*Mentor Division Staff*

- Accompany MABA to carry out all rules and directions during PKKMB FEB activities
- As a facilitator and mediator of discussions with MABA
- Monitoring the development of MABA

**Festival Kelompok Studi Mahasiswa 2022**

Jun 2022 - Sep 2022

*Consumption Division Staff*

- Looking for and determining food and drinks for the committee
- Responsible for the consumption of the committee and performers
- Looking for information on snacks so that students who come to the event are more interested

**Poster Contest & Webinar Effort 2022**

May 2022 - Jun 2022

*Business Fund Division Staff*

- Determine and organize business fund activities through paid promotions, questionnaires, etc
- Organize the committee schedule in posting for business fund activities
- Coordinate with the treasurer regarding the income that has been generated through business funds

**Hiraya Space 2021**

Nov 2021

*Campaign Volunteer*

- Waiting for campaign materials to be provided
- Upload "self authenticity: be the best you" themed materials on instagram feeds

**Skills**

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- **Soft Skills:** Administration, Communication Skills, Leadership, Teamwork, Time Management, Problem Solving, Creative and Innovative
- **Hard Skills:** Accounting, Financial Analysis, Canva, Financial Reporting, Financial Transactions, Microsoft Office Word, Excel, and PowerPoint
- **Interest:** Administration, Auditing, Customer Service, Human Resource Development, Public Relations, Research, and Secretary