

SYARIEFAH IRSAN NUGRAHAENI

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PROFILE

Management fresh graduate student with an educational background in Vocational High School (SMK) majoring in Accounting. Proven project experience as a Treasurer, strengthening financial management and administrative skills. Proficient in financial software such as MYOB, Microsoft Excel, and Word for financial record-keeping, basic financial statement preparation, and budget management. Able to work effectively in teams, responsible, highly motivated to learn, and eager to explore new challenges.

EDUCATION

Universitas Bina Sarana Informatika

2022 - 2026

- Bachelor's Degree in Business Management | GPA: 3.81/ 4.00
- **Relevant Coursework:** Financial Management, Cost Accounting, Micro & Macro Economics, Operational Research, Business Feasibility Studies, and MSME & Cooperative Management.

SMK Negeri 3 Kota Bekasi

2018 - 2021

- Accounting | Average Grade: 86,64

INTERNSHIP EXPERIENCE

August 19 – November 19, 2025

Balai Teknik Air Minum | Technical Guidance (Bimbingan Teknis)

- Managed registration for 500+ participants from various regional institutions.
- Actively participated in the preparation and execution of 4 Technical Guidance sessions.
- Analyzed participant feedback using Microsoft Excel to enhance service quality for subsequent periods.
- Accelerated the final report data entry process by 25% through document format standardization.

PROJECT & ORGANIZATIONAL EXPERIENCE

Entrepreneur Fair | Treasurer

November 2023

- Responsible for managing the financial operations of student business booths during the Entrepreneur Fair event.
- Recorded daily transactions (sales and capital expenditure).
- Prepared the final financial report for business evaluation purposes.

TRAINING & CERTIFICATIONS

Microsoft Excel Operations Training – Albar College

- Modules: Learned advanced Excel functions for data entry and processing | Applied skills in data entry task simulations | Enhanced administrative work efficiency.

Accounting Technician Certification – BNSP

- Modules: Processing Journal Entries | Processing General Ledger | Preparing Financial Statements | Operating Spreadsheet Programs | Operating Computerized Accounting Applications

SKILLS

- **Languages:** Indonesian (Native), English
- **Hard Skills:** MYOB, Microsoft Excel, Microsoft Word, Google Sheets / Spreadsheet
- **Soft Skills:** Communication, Initiative, Detail-oriented, Analytical Thinking, Time Management, Highly Motivated