

JENY SEPTRI ANDARI

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PROFILE

Accounting graduate with hands-on internship experience in Finance and Corporate Accounting, combined with a strong academic background in internal audit effectiveness, risk management, and internal control. Proficient in verifying financial documentation (Invoices, PO, DO) and implementing systematic data tracking to support compliance procedures. CAFB (Certified Analyst of Financial and Business Economics) certification holder. A meticulous professional with strong analytical skills, a fast-learning mindset, and ready to travel on business.

EDUCATION

Perbanas Institute Jakarta

September 2021 – July 2025

Bachelor of Accounting (GPA: 3.47/4.00)

- **Undergraduate Research:** The Influence of Competence and Technology on the Effectiveness of Internal Audits with Management Support as a Moderating Variable (An Empirical Study at Bank Mandiri).
- **Achievement:** Presented research findings as the author at the 3rd Perbanas International Conference (PROFICIENT 2025) Jakarta, with a paper titled “The Influence of Competence and Technology on the Effectiveness of Internal Audits with Management Support as a Moderating Variable (An Empirical Study at Bank Mandiri)”.
- **Certificate:** Certificate in Accounting, Finance & Business (CAFB).

INTERNSHIP EXPERIENCE

PT. Galic Bina Mada

December 2025 – April 2026

Finance & Accounting (Internship)

- Prepared and verified the completeness of corporate files, including Invoices, Purchase Orders (PO), and Delivery Orders (DO) to ensure compliance with internal systems.
- Utilized Microsoft Excel to execute daily data tracking, payment vouchers, and financial declarations to identify transactional discrepancies.
- Manage invoice distribution and systematically monitored accounts receivable timelines to prevent operational delays.

Freelance Academic Support

September 2025 – November 2025

Formating & Design

- Drafted and formatted structured technical documents in strict accordance with professional writing and compliance standards.
- Designed clear and impactful poster visuals and PowerPoint presentation materials to support seamless information delivery.

ORGANIZATIONAL EXPERIENCE

Capital Market Study Group (KSPM)

October 2022 – December 2024

Human Resources Departement (HRD) Staff

- Managed end-to-end recruitment pipelines and handled administrative screening to select 40+ new members successfully.
- Implemented internal development programs, resolved logistics bottlenecks, and supported coordination for large-scale events.

Perbanas Capital Market Competition 3.0 (PCMC)

November 2023

Coordinator of Design and Equipment

- Lead the equipment team and managed project workflows to deliver high-quality event infrastructure and assets.
- Coordinated cross-functional teams and aligned project logistics with event and vendor requirements.

SKILLS & LANGUAGE

Hard Skills : MS. Office (Word, Excel, PowerPoint), ATLAS (Basic), Internal Controls & SOP Review, Fraud Detection Frameworks, Inventory Verification.

Soft Skills : Analytical Thinking, Objectivity, Fraud Risk Awareness, Cross-functional Collaboration, Report Writing.

Language : Indonesian (Native), English (Limited Working Proficiency / Passive).