



## Kaila Adriane Jayanti

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Accounting

### SUMMARY

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Recent graduate with a Bachelor's degree in Accounting, possessing a solid background in accounting and finance. Experienced in streamlining processes, coordinating tasks efficiently, and managing documentation with precision. Eager to leverage my enthusiasm for learning, adaptability, and problem-solving skills in a dynamic environment, where I can contribute to the company's success by enhancing operational efficiency and supporting strategic objectives.

### EXPERIENCES

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#### **PT. Sotta Teknologi Indonesia (VCGamers) – Bekasi, Indonesia**

*Des 2023 - Mar 2024*

##### *Finance Internship*

- Monitored and recorded all information related to transactions and recent changes to ensure the accuracy and regularity of financial data.
- Obtained transaction data from online payment platforms such as Midtrans and Espay for further financial analysis.
- Prepared invoices, organized and managed the company's financial documents to facilitate access and reference in the future.
- Prepared and recorded all Proof of Income Tax Withheld (PPH 21) in accordance with applicable tax regulations.

#### **Bangkit Academy by Google, GoTo and Traveloka – Bandung, Indonesia**

*Feb - Jun 2023*

##### *Kampus Merdeka Student*

- Applied analytical thinking to assess project scope by conducting competitive analysis, performing customer interviews, and evaluating required features to ensure alignment with user needs and market trends.
- Utilized data-driven insights to make informed decisions and refine project objectives, resulting in a more targeted and effective solution
- Able to understand fundamental web programming skills, utilizing tools like Google Cloud Platform and Visual Studio Code
- Coordinated effectively with a team of 5 members from diverse educational backgrounds, leveraging teamwork skills to successfully complete a Capstone Project.
- Actively engaged in enhancing English language skills specific to business through learning sessions with native speakers

#### **Business Planning Programme (KMMI) by IPB University – Bogor, Indonesia**

*Aug - Oct 2021*

##### *Kampus Merdeka Student*

- Made a comprehensive business proposals by strategically analyzing financial data and formulating effective strategies to achieve business objectives.
- Collaborated with a team to develop a comprehensive business plan, utilizing collective insights and specialized skills
- Cooperated in the business setup through the preparation of marketing materials and deal-related documents

### ORGANIZATION EXPERIENCE

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#### **Senat Mahasiswa Closing Festival (SECOFEST)**

**by Universitas Persada Indonesia YAI – Jakarta, Indonesia**

*Oct 2021 - Feb 2022*

##### *Volunteer*

- Valuable contribution to the event division, with a notable role in coordinating events
- Worked closely with a team, actively participating in the planning and implementation of event logistics
- Involved in conceptualizing the event, organizing engaging activities, establishing schedules, and managing finances effectively to ensure a successful event experience

## **ACHIEVEMENT**

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### **Top 68 Team – Capstone Project**

*June 2023*

*Bangkit Academy by Google, GoTo and Traveloka*

### **Finalist – KMMI Business Plan Competition**

*October 2021*

*IPB University*

## **EDUCATION**

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### **Universitas Persada Indonesia YAI**

*2020 – 2024*

Accounting | GPA 3.78 / 4.00

## **SKILLS**

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- **Hard Skills** : Accounting, Finance, Tax, Microsoft Office (Word, Excel, and PowerPoint), Accurate, Google Workspace, Jurnal id, basics of Google Cloud Platform
- **Soft Skills** : Time Management, Analytical Thinking, Problem Solving, Attention to Detail, Critical Thinking, Adaptability, Good Communication, Teamwork
- **Language Skills** : Bahasa Indonesia (Native), English (Intermediate)