

# Ainun Nashikha

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## PROFIL SUMMARY

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I am Ainun Nashikha, an active sixth-semester student majoring in Information Systems at the Faculty of Science and Technology. I have a profound interest in becoming an expert in secretarial work and project management bureau. With experience as a secretary in a department within an organization, I have acquired the necessary skills in managing administrative tasks, coordinating projects, and communicating among teams. I am committed to making a positive contribution and assisting in achieving the organization's goals.

## KEY COMPETENCIES

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**Skillset** - Team Leadership, Communication, Management administration, Creative design, Editorial Content Planning, Client Relationshipship.

**Tools** - Microsoft Office, Speedsheet, Canva, Figma.

## EXPERIENCE

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### Secretary

March 2023- March 2024

I served as the Department Secretary for the Kominfo department at Formabi-kip Uin Syarif Hidaytullah Jakarta organization. In this role, I managed the department's administrative tasks and reported to the General Secretary.

- Supporting the Kominfo Department in day-to-day administrative and operational activities.
- Managing the department's calendar and meeting schedules, including preparing agendas and coordinating meetings.
- Preparing department reports, memos, and presentations with accuracy and timeliness.
- Organizing departmental archives to ensure accessibility and data security.
- Possessing a good understanding of data confidentiality and compliance with privacy policies.

### Social Media Management

January 2023 - March 2024

I have experience in managing social media, especially Instagram of an organization, I arrange posting schedules and compiling content to be shared on social media.

- Design and develop creative content for major social media platforms, including Instagram, TikTok, Twitter and Youtube.
- Analyze data and identify trends to improve social media performance.
- Increase the number of followers, increase engagement and expand the reach of visitors through effective digital strategies.
- Create relevant and engaging content to introduce the organization to followers, enhance branding and gain positive support from the audience.

### Graphic Designer

March 2021 - February 2024

I have dedicated myself to graphic design in an organization and have been involved in several committees for events, where I was responsible for providing all the necessary design materials to be disseminated through social media.

- Responsible for designing and developing graphic designs for pamphlets, Instagram feeds, banners, and other design needs.
- Creating consistent and appealing designs to enhance the organization's branding.
- Designing and producing creative content for various projects.
- Collaborating with teams or other departments to meet their needs and deliver effective designs.
- Honing skills in using design software such as Adobe Photoshop, Canva, etc.

## Secretary

August 2023-December 2023

I served as the Secretary for the HITLAB (Himsi Innovative Laboratory) committee at Himsi UIN Jakarta. In this role, I was responsible for managing various administrative tasks crucial to the committee's operations and success.

- Drafted project proposals to secure funding for HITLAB initiatives.
- Managed incoming and outgoing communications, including emails and official letters.
- Prepared financial reports, including the Laporan Pertanggungjawaban (LPJ), documenting committee expenses.
- Scheduled and organized committee meetings, prepared agendas, and disseminated meeting materials.
- Maintained an organized archive of official documents for easy access.

## Data Entry Specialist

August 2023-September 2023

I served as a Data Entry Specialist at the Pusat Kodifikasi Kementerian Pertahanan

- Responsible for receiving, processing, and archiving data, including letters and information, into the system.
- Involved in the leadership approval process to ensure accuracy and compliance.
- Mastered skills in high precision data entry, efficient data management, and strict adherence to internal procedures.

## EDUCATION

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**UIN Syarif Hidayatullah Jakarta**

June 2021- Present

Information System

**SMK N 1 Slawi**

Juli 2018 - June 2021

Computer and Network Engineering

## ORGANIZATION

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**Secretary of Departement Kominfo**

March 2023- March 2024

**Forum Mahasiswa Bidikmisi Kip-Kuliah UIN Jakarta**

- capable in calendar management, meeting scheduling, and document management.
- Ability to compile reports, memos, and presentations using office applications such as Microsoft Office.
- Strong organizational skills and ability to prioritize task.
- Good understanding of data confidentiality and adherence to privacy policies.

## LANGUAGES

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**Indonesian** - native proficiency ( oral and written)

**English** - intermediate proficiency (oral and written)

## CERTIFICATION

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**Certificate of Competence BNSP**

KKNI level II Certification scheme On Expertise Competency Computer and Network Engineering