

# MAULANA FARRAS

## ADMINISTRATION STAFF

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## SUMMARY

Detail-oriented Administration Staff with over 1 year of experience in data management, financial reporting, and document organization. Proven track record of increasing operational efficiency by 15% and maintaining 0% reporting discrepancies. Strong in database management and digital documentation systems, ensuring structured data processing and accurate record-keeping. Experienced in CRM handling and supporting daily operational activities with high attention to detail, accuracy, and organizational discipline.

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## EXPERIENCE

**Bakti Milenial - Tangerang, Indonesia**

**Mar 2025 - July 2025**

*Secretary and Treasurer - Committee (WFH)*

- Designed registration forms for fully, partial and self funded and other forms if needed.
- Created a Draft Budget for later activities
- Handled the CRM field, especially in the field of marketing in the form of WA Blasts

**Bakti Milenial - Tangerang, Indonesia**

**Sept 2024 - Jan 2025**

*Admin & GA - Internship (WFH)*

- Responsible for supported the daily operations of Bakti Milenial in terms of general administration
- Fulfill administrative needs in the Captainusa Cloth, Jalan.in Trip division, Inspiratrip, and EduAction

**Eduwork - Yogyakarta, Indonesia**

**Sept - Dec 2024**

*Data Entry Team - Internship (WFH)*

- Input and organized bootcamp student data appropriately and efficiently.
- Trained bootcamp students in job interviews through FGDs for material and mental preparation
- Ensure that always send job application's bootcamp students to various job portals per day by meeting the specified targets

**SMPS Yayasan Pendidikan - Pangkalan Susu, Indonesia**

**Jul 2021 - Feb 2023**

*Administration staff - Fulltime (WFO)*

- Successfully managed and updated school data online to the education office of Langkat
  - Managed and organized all school files and reports, resulting in a 15% increase in efficiency
  - Managed and implemented school financial reports, resulting 0% in errors
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## EDUCATION

Institut Teknologi dan Bisnis Indonesia (ITBI)

**Aug 2022 - Now**

*Bachelor's degree of Software Engineering*

**GPA: 3.82/4.00**

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## TECHNICAL SKILLS

- Team orientated experience as Field Coordinator in Kontribusi Sosial during PMM 4
  - Proficient in managed database, register form, external and internal company data
  - Experienced in managed administration resulting in 15% improvement in efficiency
  - Organized administrative governance for the better, experiencing a 15% increase in efficiency
  - Managed any database, other important data and resulting 0% discrepancy in every month
  - Speed typing skill in 52 wpm
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## **RECOMMENDATIONS**

### **1. Qhoifa Fawziah Aulia Keysha**

#### **Talent Development | Bachelor Degree of Education | HR Enthusiasts**

I had the pleasure of mentoring Faras during his internship as a Data Entry Specialist in the HRC division at Eduwork. Faras consistently demonstrated exceptional work ethic, attention to detail, and a proactive approach to completing his tasks. Beyond his role in data entry, he also took the initiative to participate as a committee member for the Fun and Friendship (FnF) event, an activity designed to foster stronger bonds among interns.

Faras's dedication, teamwork, and enthusiasm for growth make him a standout individual. I highly recommend him as a valuable addition to any organization seeking a motivated and reliable team member.

### **2. Muhammad Imansyah Putra**

#### **Talent Development | HR Enthusiasts**

Maulana Farras demonstrates high initiative and strong problem-solving skills through his proactivity in identifying challenges and providing innovative solutions in contributing to the team, thereby increasing the success of the projects or work he undertakes.