

# 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

<b>Bakti Milenial - Tangerang, Indonesia</b>	<b>Mar 2025 - July 2025</b>
<i>Secretary and Treasurer - Committee (WFH)</i>	
<ul style="list-style-type: none"><li>Designed registration forms for fully, partial and self funded and other forms if needed.</li><li>Created a Draft Budget for later activities</li><li>Handled the CRM field, especially in the field of marketing in the form of WA Blasts</li></ul>	
<b>Bakti Milenial - Tangerang, Indonesia</b>	<b>Sept 2024 - Jan 2025</b>
<i>Admin &amp; GA - Internship (WFH)</i>	
<ul style="list-style-type: none"><li>Responsible for supported the daily operations of Bakti Milenial in terms of general administration</li><li>Fulfill administrative needs in the Captainusa Cloth, Jalan.in Trip division, Inspiratrip, and EduAction</li></ul>	
<b>Eduwork - Yogyakarta, Indonesia</b>	<b>Sept - Dec 2024</b>
<i>Data Entry Team - Internship (WFH)</i>	
<ul style="list-style-type: none"><li>Input and organized bootcamp student data appropriately and efficiently.</li><li>Trained bootcamp students in job interviews through FGDs for material and mental preparation</li><li>Ensure that always send job application's bootcamp students to various job portals per day by meeting the specified targets</li></ul>	
<b>SMPS Yayasan Pendidikan - Pangkalan Susu, Indonesia</b>	<b>Jul 2021 - Feb 2023</b>
<i>Administration staff - Fulltime (WFO)</i>	
<ul style="list-style-type: none"><li>Successfully managed and updated school data online to the education office of Langkat</li><li>Managed and organized all school files and reports, resulting in a 15% increase in efficiency</li><li>Managed and implemented school financial reports, resulting 0% in errors</li></ul>	

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### EDUCATION

Institut Teknologi dan Bisnis Indonesia (ITBI)	<b>Aug 2022 - Now</b>
<i>Bachelor's degree of Software Engineering</i>	
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.