

# MOJANG RAHMADISA

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## SUMMARY

I am a final-year student majoring in Information Management have a passion for design, particularly in creating innovative and aesthetically pleasing works. Additionally, I am very enthusiastic about learning new things, both in technology and other skills, to continuously develop myself and contribute more to the professional world. I enjoy working in a team and possess strong problem-solving and communication skills, which help me collaborate effectively with colleagues and tackle challenges efficiently. Furthermore, I have good time management skills, allowing me to organize tasks and responsibilities efficiently.

## EDUCATION

**Aug 2021-Aug 2024 (expected)**  
Purwakarta, Indonesia

**AMIK-YPAT PURWAKARTA**  
Information Management Major, concentrated in UI/UX Design  
Latest Cumulative GPA 3.88 of 4.00

## SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- Database (MySQL)
- CANVA
- Team Work
- Programming (PHP)
- FIGMA
- Problem Solving
- Communication
- Analyst

## WORK EXPERIENCE

**June 2023 – Aug 2023**  
Purwakarta, Indonesia

### PT GUNUNG PATAPAAAN ABADI / Administrative Staff

- Responsible for managing and reviewing diesel fuel data, as well as typing and organizing timesheets.
- Accurately calculating payroll and ensuring that all data related to work hours and fuel usage is neatly arranged and well-coordinated. This ensures that all necessary information for payroll and fuel usage is available and accurate, facilitating efficient company operations.

**March 2023 – May 2023**  
Purwakarta, Indonesia

### SMK YPK PURWAKARTA / Staff

- Responsible for recording and managing all incoming and outgoing correspondence. Additionally,
- Type and prepare detailed financial expenditure budgets.
- Ensure that all necessary documents are printed accurately and assist in the process of diploma legalization.

## ORGANIZATION EXPERIENCE

**Dec 2022 - Present**  
Purwakarta, Indonesia

### DANCE ARTS STUDENT ACTIVITIES UNIT / Secretary

- Designing a logo along with elucidating its underlying significance.
- Drafting Memorandum of Association/Articles of Association.
- Creating promotional pamphlets to announce the opening of new member registration.

**Mar 2022 – Dec 2023**  
Purwakarta, Indonesia

### JAPANESE LANGUAGE STUDENT ACTIVITIES UNIT / Secretary

- Designing a logo along with elucidating its underlying significance.
- Drafting Memorandum of Association/Articles of Association.
- Creating promotional pamphlets to announce the opening of new member registration.

**Dec 2022 – Jan 2023**  
Purwakarta, Indonesia

### SPORTS AND ARTS FESTIVAL EVENTS COMMITTEE / Treasurer

- Generating financial reports encompassing revenue and expenditure tracking.

## ACHIEVEMENTS

### Projects

- SIPIKA (Web-App)-July, 2024 (expected) – Analyst and Developer
- Design UI Web Profile/SMK YPK Purwakarta-July, 2023 – Designer

- Sistem Pembayaran SPP (Dekstop-App)/SMKN 2 Purwakarta-Aug, 2021 – Analyst and Developer

## LANGUAGES

- **Bahasa** (Native/ Mother Tongue)
- **English** (Intermediate)