



Neni Galuh Putri Anyeler

ENGINEERING ADMIN SUPPORT | STUDENT OF INFORMATION SYSTEM AND TECHNOLOGY - CAKRAWALA UNIVERSITY

My educational background from a vocational school majoring in Computer and Network Engineering (TKJ) has provided me with a strong foundation in logic and technical problem-solving. I understand that the world of technology is not just about coding or assembly, but also about how the systems and operations behind them run smoothly.

In my current role, I am responsible for ensuring that administrative processes in the engineering division run smoothly. This includes managing asset data and production units, documenting critical meeting outcomes, and handling the administrative needs of the team. This experience sharpens my attention to detail, organisational skills, and communication abilities every day.

Previously, my internship experience as a technician at CV. ONE MEDIA SOLUTION gave me the opportunity to directly serve customers, perform software installations, and handle network troubleshooting.

I believe that this unique combination of technical understanding and administrative skills is a valuable asset. I am someone who is always eager to learn, adaptable, and ready to contribute my best in a dynamic environment.

Date of Birth
Madiun, 2nd 2005

Education
SMK PGRI WONOASRI

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SOCIAL MEDIA

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EXPERIENCE

Engineering Admin Support - PT. YIFANG CARGO MUTIARA EECTRONIC

March 2024 - Now

1. Manage attendance and personnel administration (leave, transfers, resignations) for the entire engineering division team.
2. Perform precise data collection for chassis numbers, engines, and GPS on each electric vehicle unit for repair and quality control purposes.
3. Responsible for checking, maintaining, and managing factory assets to ensure smooth operations.
4. Create and manage Internal Orders (IO) for weekly and emergency needs.
5. Record and archive meeting minutes and briefings as important documentation for decision-making.
6. Handling engineering supplies, ranging from heavy items such as tools, machinery, impact tools, and impact bits to single-use items such as glue, sandpaper, duct tape, etc., including managing loans to other divisions and loans from other buildings.

Technician And Costumer Service (Internship) - CV. ONE MEDIA SOLUTION

January 2022 - March 2022

1. Provide technical services to customers, including reinstalling Windows operating systems and other software.
2. Configure and troubleshoot internet networks (Wi-Fi) for clients.
3. Be involved in the CCTV installation process and provide basic explanations to customers.
4. Serve customers directly, providing solutions to the technical problems they encounter.

EDUCATION

● 2024 - Now

Information System And Technology - CAKRAWALA UNIVERSITY

● 2020 - 2023

Computer And Network Engineering - SMK PGRI WONOASRI

● 2020 - 2023

MTsN 07 Madiun

SKILLS

Microsoft Excel



Microsoft Word



JavaScript



Figma



HTML



SOFT SKILLS

- Adaptability
- Time Management
- Problem Solving
- Effective Communication
- Accuracy & Attention To Detail