

NIKEN ISLAMIATI MAWARDAH SANTOSO

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Jl. Peninggaran Timur III No. 21 Rt. 011 Rw. 009 Keb, Lama Utara , Kota Jakarta Selatan

I am 24 years old, graduate at Muhammadiyah Prof.Dr.Hamka university (GPA 3.70) as a scholar of Islamic banking. Eager to learn new things, able to be responsible with work. I can communicate well and can work as a team or individual. and I have interest in business operation, building marketing, event and community specialist, partnership and administration needs. Attention to detail has become my forte. I'm an inquisitive persone that enjoys learning new things and finding solutions to exisiting situations. I have a positive outlook on life and a solid ability to adapt and build a stable atmosphere. I'm a fast phase person who can work precisely ender pressure.

Education

Universitas Muhammadiyah - Jakarta

2018 - 2021

Bachelor Degree in Economics Science: Islamic Banking Shariah, 3.70/4.00

SMA Muhammadiyah 18 - Jakarta

2015 – 2018

High School Diploma in IPA

Experiences

Kemendikbud Learn Online (Internship) - Jakarta

March 2019 – Jun 2019

Internship

- Internship Ministry of Education and Culture as driving teacher in 2019 for 3 months teach difficult children to learn online in all subjects
- Split into online groups of teachers driving learning
- Survey areas that can afford to get children who are having difficulty learning online system
- Able to discuss lesson or homework assignment together with students
- Document work result by means of video or photo system.

PT Rumah Pagi Bahagia - Tangerang Selatan

Augst 2021- Dec 2021

Customer Relation Officer

- Perform financial data collection at the office
- Offer programs to potential donaturs
- Seeking donors through the Islamic foundation's programmes through social media
- Input prospective donor data through Excel and SQL.

Universitas Muhammadiyah Jakarta - Tangerang Selatan

March 2022- Present

Assistant Lecturer

- Substitute lecturer teach students Create student report data
- Doing teaching to students
- Presenting work results to lecturer
- Assisting lecturers to develop syllabus
- Accompanying student activities
- Perform administrative tasks

Others

Technical Skills : MySQL, PHP, Data Entry, Microsoft Office, Kooperatif, Komunikatif, Inisiatif, Disiplin, Bertanggung Jawab.

Tools : Microsoft (Word, Excel, Power Point), Canva, CapCut, AdobePhotoshop

Bahasa: Bahasa Indonesia (Aktif), Bahasa Inggris (Aktif).

Certifications : National Seminar on “Financial Education” by the Financial Services Authority (5 August 2020)
National Seminar on “Language” in Indonesian, English and Arabic (17 Apr 2020)