

Agusta Pratama Wibawa

Web Administrator

West Jakarta | +6281283586100 | agustapratama17@gmail.com

He graduated with a Bachelor of Technology Information, STMIK Widuri Jakarta, I have experience as a web administrator for 1 year and 5 months in managing data products through the system Magento or WordPress templates on the website and a freelance administration for 1 year in handling data student using system government academic, able to work in a team or multitasking, but I interested in IT, administration, business analyst, and service.

Skill Summary

- **CMS:** WordPress (HTML, CSS, PHP), Magento (HTML, CSS, PHP), and Elementor.
 - **Design:** Basic Adobe Photoshop, Canva, Basic Adobe Premier, and Basic Adobe XD.
 - **Web Development:** Basic MariaDB and Basic MySQL.
 - **Digital Marketing:** Basic Meta Business (Facebook), Basic Instagram, Basic Google Business, Basic LinkedIn and Basic Content Writer (Post blog website).
 - **Documentation and Administration:** Microsoft Office (Word, Excel, PowerPoint, Visio, Outlook, Project), StarUML, and PlantUML.
 - **Academic:** Academic Consultant, and Academic Administration.
 - **Troubleshooting:** Basic PC, Laptop, Printer, and Attendance Machine
 - **Language:** English (Passive), Indonesia, and Malaysia
 - **Soft Skill:** Event Organizer, Leadership, Teamwork, and Multitasking.
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Experience

PT. Indospace Group (Indonesia - Malaysia)

Web Administrator & Basic Data Engineer

August 2022 - December 2023

- Managed 1000 Product Data Entries for Furniture Sales, Achieving a Profit of IDR 500 Million to IDR 1 Billion, also Developed and Posted Blogs 2-3 in a week on Websites using Magento or WordPress in Indonesia and Malaysia.
- Configured Product Sales Furniture using Meta Business (Facebook) Integrated with The Website.
- Monitored and Troubleshooted Server Databases on Magento Twice a Week on the Website.
- Designed Product Dimensions for Various Furniture Categories using Adobe Photoshop.
- Analyzed Systems and Created Documentation for 75 Databases on the Website using PlantUML for Class Diagram in a Team Setting.

Portfolio Website Administrator

- Carry out sales administration for clients to 1000 data product furniture in both indoor and outdoor categories from the link <https://dezigndistrict.com/>, <https://dezigndistrict.com.my/> and <https://triconville.com.my/> in Indonesia or Malaysia.

STMIK Widuri Jakarta

Freelance Administration Academic

October 2021 - December 2022

- Entered Data for 150 Students each Semester using the Neo Feeder Academic System from KEMENDIKBUD.
- Provided Student Services each Semester on Campus.
- Prepared Teaching Correspondence Documents for all Lecturers every Semester.

PT. Rysa Karya Lintas Indonesia (RKLI)

Admin IT Support

January - March 2021

- Created administrative Documents for Grocery Transactions, Including Correspondence, Invoices, and MOUs for Clients
- Troubleshooted Software and Basic Hardware issues for Office Inventory, Including Laptop, Computers, Routers, and Printers.
- Designed Presentations Using PowerPoint for Team Meetings with the Director, General Manager, and Manager, Discussing Grocery Sales Plans.

Education

Bachelor of Technology Information

STMIK Widuri Jakarta, 2017 - 2021

GPA: 3.82/4.00

- **Relevant Coursework:** Management Project Technology Information, Basic Language Programming, Analyst Design Object Oriented (StarUML), Information System Management, Create Database (MySQL) and Multimedia.

Project**Academic STMIK Widuri**

- Research Publish Journal IT SINTA (2019 -2022)

Agusta Pratama Service

- Consultant, Mentorship, and Analyst System IT (2021 - 2023)

Hotel Lume'os Jakarta

- IT Support and Basic Design Graphics (August - September 2024)