

SAGITA REGINA PUTRI ANANDA

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I am a bachelor's degree in informatics education with a GPA of 3.72, experienced and active in organization and teamwork as well as work in the field of project officer and I interested in technology business, i also have a good manner, high responsibility and like to learn something new, looking for furthermore opportunities in various disciplines

PENDIDIKAN (EDUCATION)

State University Of Malang | Certified Teacher PPG Prajabatan 2024

January 2024 – November 2024

State University Of Malang | Bachelor Degree of Informatics Education

August 2018 – December 2021

SMKN 6 Malang | Major in Software Engineering

July 2015 – June 2018

PENGALAMAN (EXPERIENCE)

PT. PESTA PORA ABADI (Mie Gacoan) – Store Junior Manager (Contract)

January 2023 – August 2023

- Bertanggung jawab terhadap kelancaran operasional resto
- Bertanggung jawab terhadap keseluruhan administrasi terkait buku belanja, laporan harian, Gacoan Integrated System dan optimal dalam penggunaan Sistem Informasi Resto serta stock dan cash opname bulanan maupun mingguan
- Mengelola keseluruhan keuangan di resto
- Delegasi kinerja crew dan crew leader untuk teamwork yang optimal dan melaporkan ke Store Manager
- Memaksimalkan delegasi kinerja team crew untuk menjalankan operasional resto berjalan dengan baik
- Bertanggung jawab dalam keperluan data payroll untuk penggajian karyawan crew yang ada di resto kemudian diserahkan ke HR
- Bertanggung jawab dalam Maintenance and Repairement terkait kebutuhan inventaris dan pemeliharaan aset resto

Alterra Academy – Project Support Officer (Contract)

April 2022 – October 2022

- Create and design IT Support profile for information center for participants
- Complete the contents of the information center for mentors and participants
- Receive complaints and questions as CS from participants
- Receive messages from watzap or discord
- Accuracy in solving problems and recording the overall results of the message content and participant questions in the activity logbook
- Picked up some FAQs to complete at the information center
- Manage the attendance of participants in the implementation of the program in the fields of IT Support, Digital Marketing and Web Programming
- Completing the achievement of the target number of participants in the YPII and disability programs
- Able to provide innovation by collecting effective assignments and certificates so that participants' graduation can be well known

State University Of Malang – Visitation and Accreditation Team (Intern)

March 2021 – April 2021

- Completing the achievement of data requirements for the accreditation of Master of Electrical Engineering
- Research and complete all administration
- Research data on laws and regulations related to administration

Participant of Kampus Mengajar Perintis (Seasonal)

October 2020 – December 2020

- Membantu administrasi sekolah melalui adaptasi teknologi di SDN Sumbersari 3 Malang
- Memberikan arahan dan sosialisasi terhadap penggunaan teknologi di bidang pembelajaran
- Membantu penguasaan teknologi bagi guru serta siswa agar proses pembelajaran secara online dapat berjalan dengan maksimal
- Mampu mengatur penilaian serta pembelajaran bagi siswa secara lebih efektif dengan memaksimalkan microsoft office dan video pembelajaran interaktif

CV. MKS Sawojajar (Intern)**2017 (6 months)**

- Mengatur administrasi domain dan hosting pada website wordpress
- Menyelesaikan administrasi dengan berbantuan teknologi secara maksimal

ORGANISASI (ORGANIZATIONS)**Secretary Division | Workshop Elektro****September 2019 – April 2021**

- Manajemen keuangan dalam divisi agar dapat berjalan secara optimal
- Membantu ketua divisi dalam pengolahan data administrasi
- Penanggung jawab dalam urusan keuangan dalam divisi agar memperoleh keuntungan dalam program kerja yang dikerjakan
- Memenuhi target keuntungan dan mengayomi anggota agar tetap bertanggung jawab dengan kewajiban masing-masing

Secretary | Line Tracer Design Contest (LTDC)**Oktober 2020**

- Mengatur segenap pelaksanaan administrasi pada acara hingga terpenuhi sesuai target peserta
- Memberikan inovasi dan solusi apabila ada permasalahan dalam target peserta dan acara
- Bertanggung jawab dalam memperhatikan dan memberikan arahan dari masing-masing jobdesc yang telah diberikan kepada setiap sie kegiatan

Secretary | Workshop At School 2020**Mei 2020**

- Memenuhi pelaksanaan tujuan program dalam membantu kesetaraan penguasaan teknologi di sekolah di bawah menengah yang berada di wilayah Malang
- Mengatur dan bertanggung jawab pada segenap pelaksanaan administrasi di acara

KEMAMPUAN (TOP SKILLS)**Softskills:**

- Skill 1 – Time Management
- Skill 2 – Problem Solving Research
- Skill 3 – Brainstorming
- Skill 4 – Communication
- Skill 5 – Teamwork
- Skill 6 – Critical Thinking

Hardskills:

- Skill 1 – UX Research
- Skill 2 – Administrative
- Skill 3 – Project Support

LAIN-LAIN (OTHERS)

Languages : Indonesian (Native), English (Intermediate)

Certificates :

- English Proficiency Test Score Record by State University Of Malang (Universitas Negeri Malang) – 480 score
- TOEIC – 590 score
- Finalist of Informatics Champions National Web Design Competition 2020
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Issued by Universitas Negeri Surabaya · Nov 2020
- Finalist in the National Student Show in Information and Communication Technology (GEMASTIK) in 2019 Telkom University Bandung
Issued by Telkom University - KEMENRISTEKDIKTI · Oct 2019

- HKI E-Modul Pemrograman Dasar (E-Module Basic Programming Class X)
- HKI Fokus Belajar Feed Design (Fokus Belajar Feed Design)