

NADIA MARSYA AMANDA

085218826371 | nadiamarsya09@gmail.com | <https://www.linkedin.com/in/nadia-marsya-amanda-787610212/>

Jl. Cibubur 2, Bulak Ringin, RT005/03 No. 1, Cibubur, Ciracas, Jakarta Timur, 13720

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Hardworking individual with skills in word processing, time management, and scheduling.

Work Experiences

Otoritas Jasa Keuangan - Jakarta Pusat, Indonesia

Jul 2019

Intern

- Sorted and organized files, spreadsheets and reports.
- Took detailed meeting minutes, prepared meeting rooms and compiled paperwork to support department.
- Produced high-quality documents, spreadsheets and presentations for internal and customer-facing needs.

Flowly.Pot (Florist) - Jakarta Timur, Indonesia

Feb 2021 - Present

Small Business Owner

- Used knowledge of market trends to create value-added solutions resulting in significant increase in revenues.
- Consulted with customers to assess needs and propose optimal solutions.
- Created and monitored promotional approaches to increase sales and profit levels.
- Served customers and followed outlined steps of service.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Offered friendly and efficient service to customers, handled challenging situations with ease.
- Resolved problems, improved operations and provided exceptional service.

PEFINDO Biro Kredit - Jakarta Selatan, Indonesia

Apr 2022 - Jun 2022

Human Capital Intern

- Monitor the stages and schedule of the candidate selection process.
- Create job postings and advertisements for multiple platforms.
- Conducting the initial candidate selection process.
- Assist in the implementation process of several Human Capital projects.

PT. Mitra Transaksi Indonesia - Jakarta Selatan, Indonesia

Jul 2022 - Aug 2022

Personal Assistant Project Manager

- Daily meeting with external parties.
- Created minutes of meeting.
- Record progress project at software JIRA.
- Help manger's daily tasks.

PT. Mitra Transaksi Indonesia - Jakarta Selatan - Indonesia

Sep 2022 - Mar 2023

Quality Assurance Administrator

- Monitor progress of existing projects.
- Record division asset data.
- Manage division's asset needs.
- Assist in the administration of new employees.
- Help leader daily's tasks.

Mister Aladin - MNC Group - Jakarta Pusat, Indonesia

Mar 2023 - Present

Business Analyst

- Create business requirement documentaton as a basis for the development process.
- Assist and support User Acceptance Test (UAT) to ensure the development is in line with business requirement.
- Establish strong communication and relationships with all division to ensure alignment the product development.
- Report bugs that occur in the system and monitor completion progress according to the timeline to keep customer satisfaction.
- Tracking progress of all projects to comply with the specified timeline.

Education Level

Universitas Indonesia - Depok, Indonesia

Sep 2017 - Sep 2021

Bachelor Degree in Economics, 3.50/4.00

Organisational Experience

Economic Student Cooperative FEB UI - Depok, Indonesia

Feb 2019 - Feb 2020

Vice Manager Human Resource Development

- Maintained relationships with personnel using strong collaboration and teamwork skills.
- Assisted human resources and recruiting teams by scheduling phone screens and on-site interviews and planning recruitment-related events.
- Worked with the HR team to coordinate company events.
- Completed human resource operational requirements by scheduling and assigning employees.
- Advocated for staff members, helping to identify and resolve conflicts. Maintained payroll information by calculating, collecting, and entering data for 6 employees.

Social Community FEB UI - Depok, Indonesia

Apr 2019 - Dec 2019

Vice Coordinator Event

- Led projects and analyzed data to identify opportunities for improvement.
- Developed team communications and information for meetings.
- Evaluated existing plans, processes and events planning services to identify opportunities for improvement.
- Coordinated schedules and timelines for events.
- Led vendor negotiations to obtain cost-effective services and products.

The 12th Indonesia Marketing Competition FEB UI - Depok, Indonesia

Apr 2018 - Oct 2018

Associate Team Leader Finance

- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Proved successful working within tight deadlines and a fast-paced atmosphere.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.
- Planned and organized special events, solicited corporate sponsorships, and set up matching gift donations to reach financial targets.

Orientasi Pengenalan Kampus FEB UI - Depok, Indonesia

May 2020 - Sep 2020

Vice Coordinator Mentor Division

- Led projects and analyzed data to identify opportunities for improvement.
- Responsible to collaborating with external and internal parties
- Coordinate with 100 mentors regarding the division of tasks and responsibilities
- Develop a schedule for mentoring activities

Skills, Achievements & Other Experience

- **Soft Skills:** Goal Setting, Team Leadership, Recruitment and hiring, Decision Making, Customer Service Management