

Desy Fitriani Sagita

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ABOUT ME

Bachelor Degree of English Literature at Sunan Gunung Djati State Islamic University of Bandung with communication skills and interest in administrative management role. Capable in handling administrative tasks such as preparing reports, managing documents, and using Microsoft Office (Word, Excel, PowerPoint). Have an organizational skills and attention to detail, and be able to work efficiently in a team or independent environment and interest in a data entry role.

WORK EXPERIENCES

FC AFRA NET

Staff Costumer Care

September 2023 - Now

Responsible for administration of family-owned business.

Organizing storage placement for >50 products to create a good visuals.

Providing maximum service to >15 buyers in the shop every day to ensure customer satisfaction.

Manage daily incoming and expenditure finances.

ISBI BANDUNG

Public Relation Internship

July 2022 - August 2022

Making design, script, and edit in the process of news releases and articles to increase the university's visibility.

Responsible for assisting to monitoring and analyzing university-related media coverage.

Create reports containing summaries and analysis of media coverage.

EDUCATIONAL LEVEL

Sunan Gunung Djati State Islamic University of Bandung

Bachelor Degree (S1) - English Literature Department

GPA: 3.52/4.00

September 2020 - July 2024

SOFT SKILLS: Interpersonal communication, Detail-Oriented, Administration, Data Entry, Teamwork, Organizing, Communication, Public Speaking, Technology Savvy, Time management, Adaptability, Problem Solving

HARD SKILLS: Ms. Office (Word, Excel, Powerpoint), Google Workspace, Canva, Writing

ORGANISATIONAL EXPERIENCES

KKN SISDAMAS UIN BANDUNG

Public Relation of Group 197

July 2023 - August 2023

Become a liaison between KKN members and related parties, such as local village, governments, and universities.

Maintain relation to provide local communities with an understanding of the objectives, benefits and processes of the KKN programs.

Manage emergency situations or internal and external conflicts that may arise during the KKN program.

Make reports on KKN activities in the form of articles.

DIES NATALIS SASTRA INGGRIS

Member of Public Relation

March 2022 - July 2022

Responsible for consumption needs for the committee and guests.

Responsible for providing letters to related parties.

Support to coordinate the event projects.

Call center for tenant participants.

Responsible for being a liaison officer between guest stars and the committee for webinar.

Steering Committee of Public Relation

April 2023 - July 2023

Responsible for maintaining good relations between members and with external participants.

Responsible for actions taken by members.

Support to coordinate the event projects.

Monitor interactions between the committee and external participants.

PKMB ENGLISH LITERATURE DEPARTMENT

Guide

Oct 2021 - Jan 2021 and Oct 2022 - Dec 2022

Support the new student administrative process and provide guidance on campus procedures.

Coordinate with the OSPEK committee team to ensure a smooth schedule of activities.

Respond to new student inquiries and needs to ensure a positive experience.

Prepare evaluation reports to identify areas of improvement and enhance future OSPEK.

MAKRAB MARCOPOLO

Treasurer

October 2021 - November 2021

Manage event finances accurately, monitor income and expenses.

Prepare event budgets and ensure expenses are within established limits.

Provide periodic financial reports to event committee and related parties.

Interact with vendors to negotiate prices and payment details.