

Ronald Sebastian

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Summary

I'm a very sociable person and can work with people I just met. I am also a person who can make decisions quickly and accurately, even when situations are precarious or under stress. I also like to find alternative solutions to various kinds of problems. I am also open to all possible solutions. Creativity really helps me to be a good leader because I can anticipate various problems. For me, every job is important. Doing it carefully and as much as possible is a form of my responsibility.

Education

STMIK LIKMI | Bandung, West Java

Business Information System | Technology Information | **On Going** | **Provisional GPA 4.0**

Getting Know About :

- Data Management
- Business Process Management
- Introduction to Information Systems
- Object Oriented Programming
- IT Strategic Planning and Governance
- Enterprise Information Systems
- Information Systems Project Management

Widyatama University | Bandung, West Java

02/2021

Faculty of Economics & Business | Management | Graduate's with Honour's | **GPA 3.48**

Getting Know About :

- Budgeting For Companies
- Compensation Reply System
- E-Business
- Leadership And Group Dynamics
- Management project
- Money and capital market
- Organizational Behavior
- Research Methods For Business & Management
- SAP Human Resources
- Statistical Data Analysis
- Training and Development

Parahyangan Catholic University | Bandung, West Java

07/2018

Faculty of Economic | Company Management | Graduate's with Honour's | **GPA 3.24**

Getting Know About :

- Accounting
- Company Financial Management
- Digital Marketing
- Human Resource Management
- Investment & Funding
- Management Information System
- Marketing Communication
- Office Management
- Operation Management
- Law in Business
- Statistics & Business Management
- Taxation

Organization:

- Public Relation Div. Coordinator, Company Management Association
- Publication Div. Coordinator, D3 Sport Competition 2017
- Publication & Documentation Div. Coordinator, SIAP FE 2017
- Chairman, 2016 Karniival Event
- Deputy Chairman, Al-Fien Social Service Event

Medikacom Vocational High School | Bandung, West Java 03/2015

- Getting know about software and hardware
- Learn to use software development
- Creating basic PHP, JavaScript, Visual Basic

Experience

Parahyangan Catholic University | West Java, Bandung

Industrial Engineering Admin | 09/2019 - Present

1. Prepare lecturer and student data (such as letters, functional position documents, archives, etc.)
2. Dies FTI designer and videographer
3. Prepare student trial files to be tested (such as practical work, thesis.)
4. Verification of student document data
5. Data recap of examiners and thesis advisors for honorarium, Etc.
6. Teach co-workers to use programs that increase work efficiency and effectiveness
7. Prepare data for accreditation of majors and study programs

Parahyangan Catholic University | West Java, Bandung

Leader of Computer Operations Asset Inventory | 03/2019 - 08/2019

1. Responsible with project data
2. Control asset inventory data
3. Monitor unique IDs in google sheets for two Teams
4. Create unique QR codes to give to field teams
5. Submit photo of item to google form and create unique ID for it
6. Create macros and VBa encoding for efficiency and simplicity of work, Etc.

PT. Telkom Indonesia | West Java, Bandung

BUMN Certified Apprentices as Office Operator | 08/2018 - 01/2019

1. Recap of OJT assessment data
2. Recording certified internship attendance
3. Create a certified apprenticeship evaluation survey
4. Designing the GPTP learning book
5. Make a certified internship survey report
6. Crosscheck apprentice data & Confirm the LEA for apprentice payroll
7. Helps to schedule and recap GPIIP interviewer data
8. Creating GPIIP Presence & Guidelines Video Content, Etc.

Parahyangan Catholic University | West Java, Bandung,

Apprentices as Office Operator | 12/2016 - 07/2018

1. Employee personal data entry
2. Assisting in making employee master data
3. Alignment of BPJS allowance data
4. Data entry for teaching decision letters for lecturers
5. Help designing poster and banner for training
6. Data entry lecturers teaching advantages
7. Edit POD and IKA with new changes from LPM, Etc.

Certificates

Learning Excel: Data Analysis, SEO Training Masterclass 2021: Beginner SEO To Advanced SEO, Statistics: Effectively Displaying Data, Google G Suite Workspace: Google Docs, Forms, Sheets, Slides, The Complete SAP Analytics Cloud Course 2021, HTML & CSS - Certification Course for Beginners, Python Complete Course for Python Beginners, Python Programming - Form Basic to Advanced Level [2021], Adobe Illustrator CC - Essentials, Certified Junior Office Operator at BNSP

Skills

Microsoft Word, Excel, PowerPoint, Google Docs, Sheets, Slides, IBM SPSS Statistics, Rapid Miner, Visual Basic, Google Script, Star UML, PostgreSQL, Python, HTML & CSS

Languages

English, Indonesian