

# ANDIKA PRATAMA

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## EXECUTIVE SUMMARY

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Adaptive professional with experience in IT systems implementation and cooperative business development, combining technical expertise with strategic operational support. Contributed to national programs under the Ministry of Cooperatives and SMEs (Kemenkop) through business plan preparation, OPEX budgeting, SIMKOPDES implementation, and coordination with local government. Previously involved in manufacturing system deployment projects at PT HM Sampoerna, focusing on installation, validation, testing, and database management. Early career at Bappenas included IT support, system maintenance, website development, and vendor coordination. Skilled in analysis, documentation, and stakeholder communication, with a strong commitment to advancing digitally enabled and sustainable community enterprises.

## WORK EXPERIENCE

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### **Business Assistant – Kementerian Koperasi dan UKM (Kemenkop)**

October 2025 – December 2025 – Kuningan, Jawa Barat, Indonesia

- Supported the preparation of business plans, operational budgets (OPEX), and strategic documents for cooperative units
- Assisted in the implementation of SIMKOPDES and ensured accurate data entry and reporting compliance
- Coordinated cooperative management with local government agencies to align operations with national standards
- Conducted SWOT analysis and risk mapping to strengthen strategic planning across business units
- Acted as liaison between cooperative leadership and the Ministry of Cooperatives (Kemenkop) to ensure program alignment and timely reporting

### **IT Manufacturing Solutions & Services, Mitra Integrasi Informatika, PT**

Des 2022 – July 2025 · Karawang, Jawa Barat, Indonesia

- Assist on installation, configuration, and deployment Manufacturing Systems
- Perform Computerized System Validation (CSV) documentation activities for deployment project.
- Perform and assist Internal Functional/integration Testing and UAT of Manufacturing System.
- Liaise with business users to deliver project needs.

- Identifying user needs and managing databases
- Ensuring that databases operate efficiently and without errors
- Backing up and restoring data to prevent data loss

Placement at PT HM Sampoerna

### **IT Operations, Kano Solution**

Jun 2022 - Nov 2022, Karawang, Jawa Barat, Indonesia

- Assist on installation, configuration, and deployment Manufacturing Systems
- Perform Computerized System Validation (CSV) documentation activities for deployment project.
- Perform and assist Internal Functional/integration Testing and UAT of Manufacturing System.
- Liaise with business users to deliver project needs.

Placement at PT HM Sampoerna

### **IT Support, Bappenas Direktorat Penanggulangan Kemiskinan dan Pemberdayaan Masyarakat**

April 2021 - May 2022 , Jakarta Selatan, Jakarta Raya, Indonesia

- Conducting IT support for the entire program of activities
- System maintenance
- Website development as needed
- Graphic design management
- Coordination of relations between the government and IT vendors
- Advocacy and correspondence

### **EDUCATION**

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S1 Information System, October 2016 – August 2020

Cumulative GPA : 3.52

Universitas Kuningan, Kabupaten Kuningan, Jawa Barat

### **SKILLS**

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- Corel Draw, Adobe Premier Pro, Adobe Photoshop
- SQL Server Reporting Services, SQL Server Management Studio, PHP

- Office Word, Excel , Power Point
- Computerized System Validation, IT Management
- Problem Solving, Time Management