

# ALICIA NASYWAA HISYAM

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## SUMMARY

A driven fifth-semester Information Systems student specializing in ERP, skilled in **analyzing business processes**, **gathering requirements**, and **data analysis using SQL**. Proven ability to **bridge the gap between technical and business stakeholders** through leadership roles as a Marketing Supervisor and Laboratory Assistant. Eager to apply a strong foundation in IT project management and system modeling to deliver effective solutions in a **Business Analyst** internship or entry-level role.

## EDUCATIONAL BACKGROUND

### **BINUS University**

*September 2023 – Present*

#### Information System Undergraduate, (GPA : 3,86/4,00)

- The program covers business processes and enterprise systems (ERP), database management and data analytics, as well as software and systems development. The curriculum also emphasizes professional skills such as communication, leadership, design thinking, and project management, equipping students to bridge technology with business needs.

### **SMAN 11 Tangerang Selatan**

*July 2020 – June 2023*

#### Science Major

## WORK EXPERIENCES

### **BINUS University**

#### *Information Systems Laboratory Teaching Assistant*

*December 2024 – Present*

- Instructed and evaluated over **100+ students** across 4 classes in UX research design and Oracle database fundamentals (ERD, SQL, relational concepts).
- Graded assignments and provided feedback on design and database projects.

#### *Marketing Team Supervisor*

*June 2024 – June 2025*

- Supervised a team of **10 education counselors** to organize and execute key marketing events, including Open Houses that attracted over **200+ attendees**
- Supervised team operations to achieve a milestone of **500+ application forms sold** in a single year, while successfully maintaining a high level of prospective student satisfaction.

#### *Education Counselor*

*May 2023 – June 2024*

- Guided over **250+ prospective students** through the university admissions process, ensuring a smooth and informed journey.
- Managed a pipeline of **100+ students** leads using **Salesforce**, streamlining follow-up communications and maintaining data accuracy.

### **PT. Greatwall Drilling Asia Pacific**

#### *Operations Intern*

*July 2025 – August 2025*

- Developed the company's corporate website using HTML and CSS, significantly improving its online presence and accessibility.
- Designed and customized over **5 critical print formats** in ERPNext with HTML & CSS, improving document workflow efficiency for the operations team.

## ORGANIZATIONAL EXPERIENCES

### **Student Support Office, BINUS University**

#### *Freshmen Partner*

*September 2024 – August 2025*

- Providing ongoing support and mentorship to freshmen students during their first two semesters to help them navigate university life.
- Being available to address questions and concerns, offering a friendly and approachable support system.

#### *Freshmen Leader*

*July 2024 – August 2024*

- Guided freshmen students of Binusian 2028 to adapt to campus life and develop a strong connection with the university community.
- Facilitated orientation programs to ensure freshmen understand academic and extracurricular opportunities.

## ACHIEVEMENTS

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- **Mentor for SASC Scholarship Program**, BINUS University *February 2025*
- **Excellent Academic Achievement in 2025**, BINUS University *June 2025*
- **Dedicated Lab Assistant**, BINUS University *September 2025*

## VOLUNTEERING EXPERIENCE

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- Volunteering at Depo Daur Ulang Tzu Chi**, Tangerang *March 2024*
- Volunteered in waste sorting activities, separating materials into categories such as recyclables and non-recyclables to promote sustainable practices.

## CERTIFICATION

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- SAP Fundamental using SAP S/4HANA**, BINUS University *August 2025*
- Gained hands-on experience in SAP Fundamentals using SAP S/4HANA, learning core business processes and system functionalities.

## SKILLS

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**Language** : Indonesian (Native Proficiency), English (Working Proficiency)

**Programming and Query Language** : Java, SQL, HTML, CSS, and JavaScript

**Version Control Software** : Git and GitHub

**Software Skills** : Microsoft Office (Excel, Word, PowerPoint), Visual Paradigm, Visual Studio Code, Draw io, Eclipse, Salesforce, ERPNext, SAP Fiori, CapCut, and Figma

**Soft Skills** : Communication, Teamwork, Problem Solving, Creative, Leadership, and Time Management