

AROLIANI MUNTE

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I am a seventh-semester Informatics student at President University, currently pursuing my studies while working as an IT Admin Support Intern in the IT Infrastructure team. My internship responsibilities include IT administrative support, document management, ISO 27001 documentation support, as well as basic monitoring and reporting of system and security logs. Through my academic coursework, I have gained foundational knowledge in front-end and back-end development, database management, and system design. I regularly use Microsoft Excel and other Microsoft Office tools to support documentation and reporting tasks. My academic and internship experience have strengthened my organizational skills, attention to detail, and ability to handle structured and confidential data responsibly. I am motivated to apply my knowledge in real-world IT operations while continuing to learn and grow.

Experience

Divisi Pengembangan & Manajemen Industri (DPMI), President University - North Cikarang

Assistant Intern (Jan 2024 – Apr 2024)

- Organized, verified, and maintained accreditation documents in compliance with university and accreditation standards.
- Conducted document review and adjustment based on evaluation forms and accreditation checklists.
- Ensured systematic filing so that documents were easily accessible and ready for audits or evaluations.

IT Infrastructure, Asuransi Ciputra Indonesia (Ciputra Life) – South Jakarta

IT Admin Support Intern (Oct 2025 – Jan 2025)

- Prepared and processed Bukti Pengeluaran Uang (BPU) using Microsoft Excel, including invoice recording, calculating withholding tax (PPH), coordinating multi-level approvals, and submitting finalized documents to Finance.
- Supported IT document archiving by scanning, digitizing, organizing, and maintaining records such as BAST, SPK, NDA, asset records, licenses, and access forms, then uploading them to a secured internal storage system with restricted access.
- Assisted in creating a Cyber Threat Intelligence (CTI) report using security data from Wazuh and CrowdStrike.
- Documented Minutes of Meeting (MoM) for Operations-IT meetings to ensure clear tracking of discussions and action items.
- Supported contract and document management by coordinating approvals, signatures, and archiving for PKS (Cooperation Agreements).

Skills & Tools

Programming Language

- HTML, CSS, Javascript, React JS, Node JS

Cybersecurity & Networking Tools (*basic level*)

- Kali Linux, Nmap, Burp Suite, Wireshark, Wazuh, CrowdStrike

Database & Query Language

- MongoDB, MySQL, SQL, Cloud Computing (Firebase, Supabase)

Software & Platforms

- VirtualBox, Docker, Git, Github, VS Code, Figma, Canva, OpenDMS

IT Administration, Documentation, & Security Monitoring

- IT Documentation & Compliance, Document Management & Archiving, Basic Security Monitoring & Log Analysis

Productivity & Office Tools

- Microsoft Excel (Formulas, Data Processing Financial Documentation), Microsoft 365 (Word, PowerPoint, Teams)

Soft Skills

- Fast Learner, Organizational Skills, Analytical Thinking, Data Integrity, Attention to Detail

Projects

Profiling 5 Hackers Targeting Indonesia – Ministry of Defence of The Republic of Indonesia

Cybersecurity bootcamp collaboration with the Ministry of Defence (Mar 2025 – May 2025)

- Led a cybersecurity team project using OSINT to profile hackers.
- Simulated ethical phishing attacks and develop strategic threat intelligence.

CTF Participant at Cybersecurity Bootcamp

Web exploitation & cryptography challenges (Feb 2025 – Mar 2025)

- Solved CTF-style tasks involving Web Exploitation and Cryptography using tools.
- Simulated ethical phishing attacks and develop strategic threat intelligence.

Security Risk Management Dashboard Website – President University, North Cikarang

A Security Risk Management (SRM) Dashboard built with Python (Jan 2025)

- This application visualizes security assessment data from MongoDB, tracks risks, and helps generate reports.emphasized user-friendly interface and online booking simulation.
- Designed to assist security teams in monitoring and managing their organizational risk posture effectively.

Security Risk Management Dashboard UI/UX – President University, North Cikarang

A Security Risk Management (SRM) Dashboard design using Figma (Jan 2025)

- Designed a comprehensive and user-friendly dashboard for a Security Risk Management (SRM) system using Figma.

HealthCare: Smart Tools for Diagnosis and Wellness – President University, North Cikarang

Health application project for disease diagnosis and recommendations (Nov 2024 - Dec 2024)

- Designed and implemented disease diagnosis features using JavaScript.
- Contributed to both front-end interface and back-end logic.

Wumpus World Game - President University, North Cikarang

Game development incorporating artificial intelligence techniques (Oct 2024)

- Developed a logic-based grid game where an agent navigates, avoids dangers, collects gold, and defeats enemies using Alpha-Beta Pruning and decision-making algorithms. Implemented using HTML, JavaScript, and CSS with a focus on autonomous movement and strategy optimization.

MedEase - President University, North Cikarang

Health service application development (Sep 2024 - Dec 2024)

- Built a mobile health service application using Android Studio (Java and XML) and Firebase. Implemented key features including user login/register, profile setup with photo upload, lab test and doctor booking, medicine ordering, and article/video access. Led development of both front-end and database integration.

Demam Berdarah Pergi, Anak Happy! - PT Komatsu Undercarriage Indonesia - Graha Asri Housing State, North Cikarang

Event aimed at educating children about dengue awareness (Jun 2024 - Jul 2024)

- Organized an educational health campaign to raise dengue awareness among children.
- Successfully engaged 40 children through interactive Q&A sessions and educational games.

BOOSH (Bus Online Organizer for Student Hub) - President University, North Cikarang

Web-based design for student dormitory bus schedules (Sep 2023 - Dec 2023)

- Designed a conceptual platform focusing on real-time bus schedules using Canva.
- Emphasized user-friendly interface and online booking simulation.

Certified & Training

- **Kelas UI/UX Mastery: Website & Mobile Apps With Figma:** Habiskerja.com
- **Fundamental Penetration Testing:** Coding Studio
- **Fundamental Cyber Security:** Coding Studio
- **Duolingo English Test (DET):** Duolingo
- **Korea-ASEAN Digital Academy Bootcamp Program:** Kementerian Komunikasi dan Digital (Komdigi), National IT Industry Promotion Agency (NIPA) Korea, Elice

Languages

- **Indonesian:** Native
- **English:** Intermediate