BUNGSU CIPTO WIJAYA

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Bekasi Regency, West Java

Enthusiastic and motivated recent graduate with a Bachelor's degree in informatics engineering at Pelita Bangsa University (GPA: 3.38/4.00), I have an interest in working in the field of information technology and office administration but I am open to work in any field. Have internship experience as data entry admin, processing more than 100 student data every week using Microsoft Excel and uploading it to the school website with a data accuracy rate of 99%. Known as a persistent young man, able to work under pressure, able to collaborate with a team, and think critically, Proficient in Microsoft Office Suite (Excel, Word, PowerPoint), programming languages (HTML/CSS), and database systems (Oracle,Mysql,Postgresql), with the skills I have I sure can contribute to supporting progress in your company.

Work Experiences

PT. Injeksi Plastik Pasific - Bekasi Regency, Indonesia   May 2023 - Sep 2024
Production Operator
- Operate production machines, maintain quality standards, and ensure efficient workflow to achieve daily targets.
- Comply with safety procedures and ensure a safe working environment.
- Increase productivity by [10%] and reduce product defects with routine inspection and machine maintenance.

SMKF Bintang Harapan Cibarusah - Bekasi Regency, Indonesia   Jan 2023 - May 2023
Data Entry Admin
- Input data accurately and quickly using Microsoft Excel, Ensure data remains neat and up to standard.
- Check data to identify and correct errors before data is saved.
- Systematically organize documents and develop 100% organized digital archives, enabling faster data retrieval and increasing work efficiency.

Business Owner - Bekasi Regency, Indonesia   Jan 2022 - Present
- Manage production, marketing, and distribution.
- Distribute new product variants according to market trends.
- Increase the number of loyal customers and successfully expand reach to new markets through digital marketing.

Dumdum Thaitea - Bekasi Regency, Indonesia   Jan 2019 - Jul 2021
Barista
- Greet over 100 customers daily with a friendly attitude and professional service, ensuring a pleasant and memorable experience.
- Provide clear and attractive menu explanations according to customer needs, helping them choose with confidence.
- Manage stock and equipment carefully to maintain smooth operations, ensuring every order can be fulfilled without any problems.
- Manage financial transactions carefully and prepare accurate daily sales reports, supporting business growth and financial transparency.

Education Level

Pelita Bangsa University - Bekasi Regency, Indonesia   Jun 2018 - Aug 2024
Bachelor of informatics engineering, 3.38/4.00
- Activity : member of the Islamic college student association

SMAN 1 Serang Baru - Bekasi Regency, Indonesia   Jun 2015 - Jun 2018

Senior High School, Natural science

- Activity: Member of Student Organization (2016), Head of Sector 1 of Student Organization (2017), member of Youth Scientific Work (2015 - 2016), Scout Member (2015 - 2017), member of Islamic Spirituality (2015 - 2018).
- Achievements : Became the Head of the School Event Committee (Maulid Nabi Muhammad SAW), Became the committee for several events at school, Ranked 2nd in grades X and XI, 2nd place in the parade and deville competition at the high school level throughout Bekasi Regency. 1st place in the marawis competition at the high school level throughout Bekasi Regency.

Certificate

Cert Prep: Excel Expert - Microsoft Office Specialist for Office 2019 and Office 365 - Linkedin Learning   Nov 2024 -

Excel: VLOOKUP dan XLOOKUP for begginer - Linkedin Learning   Nov 2024 -

manage logistics - Linkedin Learning   Nov 2024 -

Index Match, vlookup and Hlookup in Ms. Excel - Myskill x Lion Parcel   Dec 2024 -

Skills

- **Soft Skills**: Effective Communication, Adaptability, Teamwork, Problem Solving, Time Management, Creativity, Discipline, Critical Thinking.
- **Hard Skills** : microsoft office (word, excel, powerpoint), copywritting, programming language (html/ css),database systems (Oracle,Mysql,Postgresql).
- **Language**: indonesia (native), english (passive).

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