



# MUHAMMAD ARSYADDATAMA

0851-7229-5120 | marsyaddatama@student.telkomuniversity.ac.id | linkedin.com/in/m-arsyaddatama | s.id/arsyaddatama

Bandung, Perumahan Griya Bandung Asri 1

Possess expertise in system management and administration. Experienced in managing workflows, preparing documentation, and improving operational processes. Detail-oriented, organized, and communicative.

## Work Experiences

### PT Jordan Dua Saudara Putra - Ciamis, Indonesia

Oct 2023 - Dec 2023

#### *Team Manager*

- Preparing monthly income and expense reports for the team
- Handling team administration and operational processes
- Conducting the recruitment process for the team

### Dealls - Job, CV & Mentoring - Bandung, Indonesia (Remote)

Aug 2024 - Sep 2024

#### *Ambassador*

- Explaining Dealls Job to potential users
- Assisting potential users in understanding the benefits and features of Dealls Job
- Managing communication with the audience to increase interest in Dealls Job

### PT Inspirasi Teknologi Bola Sepak - Bandung, Indonesia

Jul 2024 - Sep 2024

#### *Data Collect*

- Gathering relevant data according to project requirements.
- Verifying and ensuring the accuracy of the collected data.
- Organizing data in a structured format for further analysis.

### PT Bank BCA Digital - Bandung, Indonesia

Apr 2024 - Nov 2024

#### *Ambassador*

- Explaining Blu by BCA Digital to potential users
- Assisting potential users in understanding the benefits and features of Blu by BCA Digital
- Managing communication with the audience to increase interest in Blu by BCA Digital

### Generasa Indonesia

Sep 2024 - Feb 2025

#### *Staff Partnership*

- Conduct administration with external parties
- Communicate and negotiate with external parties
- Provide regular reports

### Mereka Academy - Bandung, Indonesia

Jan 2025 - Mar 2025

#### *Ambassador*

- Explaining Artificial Intellegent to potential users
- Assisting potential users in understanding the benefits and features of Artificial Intellegent
- Managing communication with the audience to increase interest in Artificial Intellegent

### Badan Mentoring Telkom University - Bandung, Indonesia

Jan 2024 - Present

#### *Mentor*

- Guiding participants in understanding the material and achieving their learning goals.
- Evaluating the performance of each participant.
- Encouraging participants to develop their skills and potential to the fullest.

### Stivaros Community - Bandung, Indonesia

Jun 2023 - Present

#### *Founder*

- Responsible for operational activities
- Carry out administrative processes
- Create and design strategies

### Fly My Garuda - Bandung, Indonesia

Sep 2024 - Present

#### *Founder*

- Responsible for operational activities
- Carry out administrative processes

- Create and design strategies

**PT Vinix Seven Aurum - Bandung, Indonesia**

Feb 2025 - Present

*Junior Entrepreneur*

- Executing digital marketing campaigns and personal branding.
- Developing business plans with marketing, financial, and operational strategies.
- Analyzing business performance and providing data-driven insights.

**PT Bank Muamalat Indonesia Tbk - Bandung, Indonesia**

Mar 2025 - Present

*Product and Business Development Officer*

- Analyzing data to support product development and business strategies.
- Conducting market research to identify business opportunities and customer needs.
- Assisting in the development and innovation of Islamic banking products.

**PT Teknologi Edukasi Indonesia. - Bandung, Indonesia**

Mar 2025 - Present

*Data Analytic*

- Collecting, cleaning, and analyzing data to support business decisions.
- Creating data visualizations and reports for effective insights.
- Exploring data to identify trends, patterns, and business insights.

## Education

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**Telkom University - Bandung, Indonesia**

Jun 2022 - Jun 2026 (Expected)

*Bachelor of Industrial Engineering*

- Active in student organizations, with experience in managing various programs and activities. Skilled in administration, including data management, report preparation, and team coordination to support organizational operations and academic projects.

**Expedite - Bandung, Indonesia**

Sep 2024 - Dec 2024

*Certificate in Apprentice*

- A self-development and career preparation program, with high achievements and active participation in mentoring sessions. Successfully enhanced professional skills, including communication, problem-solving, and career planning, while expanding networks with mentors and industry professionals.

## Organization Experiences

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**MQ Syamsul Ulum - Indonesia, Bandung**

Jan 2023 - Jan 2025

*Staff Media*

- Creating and designing multimedia content.
- Managing social media accounts and content scheduling.
- Coordinating with the media team and developing creative ideas.

**MPM HMTI - Bandung, Indonesia**

Apr 2024 - Present

*Staff Research of Development*

- Overseeing collection and reporting of student aspirations.
- Attending and contributing to Commission meetings.
- Reporting on Commission activities to MPM HMTI.

## Achievements & Volunteer

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- **Volunteer** (2023): Liaision Officier PKKMB Telkom University
- **Volunteer** (2023): Staff Public Relation Sapa Pemuda
- **Volunteer** (2024): Moderator Training MPM HMTI
- **Volunteer** (2024): Staff Evaluation & Measurement Squad
- **Achievements** (2024): Best Collaborator JBC
- **Achievements** (2024): Semifinal DWDG Binus