

DINA SAKINAH AL ASKIYAH

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South Tangerang, Banten, 15415

As a final-year student at UPN Veteran Jakarta under major of economics, I have actively engaged in various campus organizations and online training. My experiences within internship and organizations have enhanced my ability to collaborate within teams, build effective communication, pitching, research market and data entry. I am a detail-oriented person who thrives in a dynamic and fast-paced environment. Have ability to collaborate in a team, build effective communication to create business relationships as opportunities for the company. Consistently seeks opportunities in Business Development, Research, and Partnership. Able to allocate limited resources and obtain optimal profits.

Work Experience

PT Cerdas Digital Nusantara (CAKAP) – Internship MSIB Batch 6

Feb – June 2024

Partnership

- Successfully contacted 250 NGOs, Communities, and Companies through email, WhatsApp, and Social Media to initiate communication and schedule meetings.
- Led 70 virtual meetings to deliver presentations, facilitate discussions, and negotiate partnership programs, focusing on building collaborative relationships.
- Persuaded 33 partners to renew their collaboration by updating the Memorandum of Understanding (MoU), emphasizing mutual benefits.
- Coordinated the implementation of 3 collaborative webinar programs, including planning and execution with partners.
- Drafted and managed MoU agreements for partnership extensions and monitored the progress of collaborations with partners.
- Compiled monthly reports on partnership performance and outcomes, highlighting program results and identifying opportunities for improvement.

PT Bank Rakyat Indonesia Tbk - Freelance

Dec 2021 – Sep 2024

BRILink Agent/Mitra UMI

- Recording customer transactions in a transaction book using spreadsheet software, with an average of more than 100 transactions per month.
- Assist customers in bill payments, digital wallet top-ups, and inter-bank money transfers.
- Offers customers the opportunity to apply for a loan at Bank BRI, providing information on the MSME credit application process, interest rates, loan limits, and ease of application requirements.
- Successfully processed loan applications from 10 customers in the first 3 months since inception.
- Input customer data into the application, conduct surveys of prospective borrowers, check suitability of loan limits and borrower income, submit applicant data online with application.

Education Level

Universitas Pembangunan Nasional Veteran Jakarta - Indonesia

Aug 2021 - Present

Bachelor of Development Economics

GPA: 3.83/4.00

- Class coordinator between lecturers and students for 2 subjects, operated by Zoom, Google Meet, Spreadsheet and Google Document for class needs.
- Participate in data analysis skills training using Python and statistical software such as SPSS, E-Views, Stata and Google Collab.
- PBI (International Class) participants with exchange students from Kazakhstan with the theme Behavioral Economics.

Organizational Experience

Kazakhstan Student Club

Dec 2022 – Jan 2024

Staff of Art, Culture and Sport

- Responsible the cultural and sports section of the exchange student welcoming program from Ablaikhan University-UPNVJ
- Conducted research on Kazakh Culture and Sports and made it into social media content and got a 20+ increase in engagement.
- Creating a podcast with the theme of Kazakhstan culture, arts and sports by inviting speakers from Kazakhstan students and shared on spotify.

Veteran Got Talent

Sep - Oct 2023

Equipment/Logistic Staff

- Created lists of departmental requirements and ensured compatibility with budgets. The event was successfully attended by +60 participants, 6 judges and received an award from the head of BEM UPNVJ.
- Sourced and liaised with vendors for committee attire, merchandise, and band equipment.
- Accountable for purchased or borrowed items, Kept track of all equipment and supplies, ensuring they were in stock and available when needed.

Training and Course

- Microsoft Office Specialist [Link](#) Sep 2024
- LinkedIn Learning: Career Essentials in Data Analysis [Link](#) Aug 2024
- My Skill - Microsoft Excel Basic to Advanced: Fullstack Intensive Bootcamp [Link](#) Nov 2023
- Revou - Online Course: Introduction to Data Analytics [Link](#) Sep 2023

Skills

- **Soft Skills :** Detail-oriented, able to Work in team, good communication skills, analysis skills, problem solving, management
- **Hard Skills :** Microsoft Office, Canva, Google Sheet, Data Entry
- **Languages :** Indonesian (Native), English (Intermediate)