



DINDA FAJAR PRATIWI

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I am an active 6th semester student at Universitas Terbuka majoring in Business Administration, with a strong passion for pursuing a career in Administration and Office Resources (Human Resources / HR). I have skills in planning, data management, and document organization within an organization. I am a creative thinker, detail-oriented, agile, persistent, disciplined, and organized in my work. I also have a strong determination and willingness to enhance my skills and deepen my knowledge in business and office administration.

EDUCATION

UNIVERSITAS TERBUKA

October 2022 – Present

|Bachelor's Degree in Business Administration| 6th Semester

- Current GPA : 3.26 / 4.00
- Relevant Courses : Human resource management, management principles, organizational behavior, and organizational theory

SMK NEGERI 1 BOYOLANGU

July 2017 – May 2020

|Computer and Network Engineering|

- Final Score : 86.38
- Graduated as the 2nd best student in the Computer and Network Engineering major (2017-2020)

WORK EXPERIENCES

HR Admin, PT Sinergi Insan Andalan (Eduwork) | Internship |

October 2024 – Present

- Prepare and review HR administrative data
- Record employee attendance administration
- Input and update talent data in the database
- Create job postings

Cashier, PT Midi Utama Indonesia, Tbk.

February 2023 – May 2023

- Ensure safe, fast, and accurate sales transactions
- Assist in stock monitoring and stock-taking activities
- Help arrange product displays on shelves
- Perform administrative tasks according to established SOPs

Network Issue Reporting Admin, PT Telkom Akses | Internship |

April 2019 – June 2019

- Input customer data into the computer
- Prepare reports on issues experienced by customers
- Migrate customer network data into the system
- Input network pole data into the computer

Network Administration, Tulungagung.Net | Internship |

July 2018 – September 2018

- Assist in handling customer network issues
- Assist network installation and configuration
- Help maintain the network on the server
- Prepare a network repair documentation report

ORGANIZATIONAL EXPERIENCE

Member of Komunita Kemenkeu

October 2022 – Present

Komunita is a community formed by the Ministry of Finance in collaboration with young productive generations to understand #UangKita policies and act as agents of change for a prosperous Indonesia by 2045. The focus is on self-development character building and networking.

- Organized and participated in webinars discussing #UangKita to understand governmental budget management and distribution

IKMA UT East Java

June 2023 – August 2024

| Member of Social Economy Division |

IKMA UT is a student community focusing on social, educational, literacy, arts, sports, religion, human resource development, entrepreneurship, and human rights for Universitas Terbuka Student in East Java

- Held meetings to discuss social and economic issues and initiatives
- Conducted fundraising and humanitarian aid efforts for orphans and natural disaster victims

TRAININGS AND CERTIFICATIONS

MySkill | 05 October 2024 |

Recruitment, Onboarding, and Offboarding

Learning about Talent Acquisition, Recruitment Process, Employer Branding, Background Checking, Assessing Candidates, Assessment Test for Candidates, CV Selection, Types of Interview, Interview Process, Interview Practice, In Person Interview, Employee Onboarding, and Employee Offboarding.

Certificate Link : <https://bit.ly/RecruitmentOnboardingOffboarding-Certificate>

MySkill | 12 August 2024 |

Human Resource Fundamental

Learning about Human Resources (HR), HR Framework, Employee Life Cycle Management, Job Analysis, Man Power Planning, Job Evaluation, Employee Engagement, Employee Attendance & Absenteeism, Managing Underperformed & Disengaged Employee, Employee & Industrial Relation, and Employee Termination.

Certificate Link : <https://bit.ly/HumanResourcesFundamental-Certificate>

CPNS Academy | 03 September 2023 |

Microsoft Office

Learning about Microsoft Excel, PowerPoint, dan Word.

Certificate Link : <https://bit.ly/47VLxvy>

MySkill | 11 June 2023 – Present |

E-Learning Microsoft Excel

Learning about basic calculation in excel (such as : sum, average, max, min, count, if, etc.), filtering & sorting data, pivot table, V-Lookup, H-Lookup, Index-match, data visualization, etc.

Certificated Link : <https://bit.ly/CertificateMicrosoftExcel-Intermediate>

MySkill | 12 October 2023 |

Short Class HR x Deloitte – Understanding HR Framework

Learning about HR Framework, Human Resources Management (HRM), Human Capital Management (HCM), Human Transformation, Human Capital Solutions, and also practicing problem analysis using the HR Value Chain Framework.

Certificated Link : <https://bit.ly/CertificateHRxDeloitte>

Mini Portfolio Link : <https://bit.ly/MiniPortfolioHRxDeloitte>

SKILLS

Soft Skill :

Effective communication; agility and adaptability; administration and document management; teamwork; problem solving; time management; networking and relationship building.

Hard Skill :

Microsoft Excel; Microsoft PowerPoint; Microsoft Word; Google Spreadsheet; Google Document; Canva.

Languages :

Indonesia (Native); English (Intermediate).

Portfolio Link :

https://drive.google.com/file/d/1T8s491piUnsJ5PA3OTy63WOblrrdqv9m/view?usp=drive_link