

Najma Wijayanti

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Undergraduate management student who is highly interest in finance and business. Have a practical understanding of business management, from strategic planning and financial management to marketing. I am continually seeking opportunities to apply my management insights and skills.

EDUCATION LEVEL

Universitas Diponegoro – Semarang, Indonesia

Aug 2022- Jun 2024 (Expected)

Undergraduate in Management. 3.57/4.00

- Actively participates in more than 10+ campus committee
- Delegate of Senator Independent Management and Business Digital
- Senator of The Month for July 2024

SMA Negeri 47 – Jakarta, Indonesia

Jul 2019- Jun 2022

Social Science

- Contribute as Event Staff at Campus Expo 2023
- Treasurer of Forty Seven Modern Dance

EXPERIENCE

Public Hearing 2 – Semarang, Indonesia

Oct 2024

Project Officer

- Assisting events division for planning the events
- Maintain an effective communication and leading each division
- Successfully represented student aspirations to faculty
- Capable of inviting over 150 students and faculty bureaucracy personnel to the event
- Conducting evaluation after the event

Internal Development Training – Semarang, Indonesia

Sep 2024

Vice Project Officer

- Assisted and supporting project officer in coordinating event
- Contributed to project planning and the execution

Audiensi International Undergraduate Program – Semarang, Indonesia

Aug 2024

Event Coordinator

- Effectively delegating tasks for the event team members
- Oversee event setup and ensuring all elements are executed according to plan
- Creating a powerpoint presentation and google form for presentation to faculty

Forum Kesejahteraan Mahasiswa – Semarang, Indonesia

Mar 2024

Project Officer

- Conducting an aspiration forum involving all student organization on economic faculty and inviting the dean's office to discuss and find solutions in what students concern about.

Student Development Training – Semarang, Indonesia

Jun 2023 - Nov 2023

Facilitator

- Successfully conducted orientation sessions to help new students adapt to campus life, academic systems, and student regulations.
- Facilitated effective communication between new students and university staff, ensuring all concerns were addressed promptly.

Ecopreneur – Semarang, Indonesia

Mar 2023 – Oct 2023

Secretary

- Manage to organize file, data and help other division such as making terms of reference, application letters and other
- Performed administrative tasks with efficiency, including addressing email, demonstrating strong organizational and taking notes during meet
- Manage multiple tasks and deadlines effectively

Manoover – Semarang, Indonesia

Mar 2023 – Sep 2023

Business Funds

- Successfully sold food and beverages in Manoover Competition, Management Competition, and Manoover Concert
- Manage to selling foods and merchandises with pre order system

ORGANIZATIONAL EXPERIENCE

Senat Mahasiswa Fakultas Ekonomika dan Bisnis – Semarang, Indonesia

Mar 2024 – Nov 2024

Senator Badan Kehormatan and Senator Komisi 1

- Successful run 2 event as Project Officer and 1 event as Vice Project Officer
- Delegate of Senator Independent Management and Business Digital, help assisting business digital to have their own organization

Senat Mahasiswa Fakultas Ekonomika dan Bisnis – Semarang, Indonesia

Mar 2023 – Nov 2024

Staff Ahli Biro Tata Kelola Kinerja

- Manage to maintain the internal Senat by held an event such as Makrab, Bukber, and Farewell Party

SKILLS , LANGUAGES & ACHIEVEMENTS

Languages: Indonesian (Native), English (Intermediate)**Skills:** Microsoft Office, Google Docs, Google Sheets, Canva, TikTok**Achievements:** Top 10 Finalist Evoration Amerta's National Business Case Competition (2024)