NAURA AULIYA ANANTA

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Adaptable and enthusiastic Information Systems graduate with a strong academic background in computer science, management, and business. Practical experience with IT and non-IT Projects has prepared me to coordinate project planning, scheduling, and budgeting. Proficient in using tools such as Trello, ERP Systems, and Microsoft Office paired with my work experience in business administration. Seeking a role where I can continue to develop my technical and interpersonal skills.

WORK EXPERIENCES

PT. Mutiara Global Industry   **Bogor, Indonesia**
Contract   **July - October 2024**
- Business Administrator
    - Preparing documents and presentations for a mining consultant business launch
    - Handling employee administration including work contracts, attendance, salary calculations, and salary disbursement to employees.
    - Assisting with daily administrative tasks, including data entry and report generation
    - Managing company documents and archives

Telkom Property Regional V (PT. Graha Sarana Duta)   **Surabaya, Indonesia**
Internship   **August - October 2023**
- Division Project Solution & Delivery
    - Conducted site surveys in several buildings managed by Telkom Property Regional V to assess reported damages and review project progress.
    - Participated as an observer and helped organize games for the competition committee on August 17, which involved participants from Telkom SBS, SBU, and Regional.
    - Undertaking data input and administration of documentary records.
- Group Project
    - Design and planning a dashboard website for the BSRM division using the PHP programming language and Laravel framework.

EDUCATION

Telkom University Surabaya   **Surabaya, Indonesia**
Bachelor Degree of Industrial and System Engineering, Major in System Information   **September 2020-March 2024**
GPA : 3.71
- Relevant Course : IT Governance, Service Management, IT Project Management, Software Engineering Capstone, Business Process, Enterprise Resource Planning, Web Programming, Framework Programming, UI/UX Design, Data Communication and Computer Network, Computer Operating System, Mobile Application Programming, Enterprise Architecture, Database Design.
- Academic Project : "Design and Implementation of Internet Access Service in The Library using Captive Portal (Case Study : Probolinggo City Library)"

Institut Teknologi Sepuluh Nopember   **Surabaya, Indonesia**
Associate Degree 1, Major in Multimedia   **June 2017-June 2020**
GPA : 3.76
- Relevant Course : Internet, Graphic Design, 3Ds Max, Video Editing, Photo Editing.
- Academic Project : "Scribble effect in a video tutorial on folding origami birds using Adobe After Effects CC 2017 and Adobe Premiere Pro CC 2017"

ORGANIZATIONAL EXPERIENCES

Himpunan Mahasiswa Sistem Informasi   **Surabaya, Indonesia**

Staff of Human Resource Division **January 2023-January 2024**
- Led the department's work evaluation project.
- Served as a supervisor for one period.
- Participated in event management as a member of various programs, serving as treasurer, event planner for yearly organizational event, head of the consumption division, staff and candidate chairperson recruitment, and more.

Himpunan Mahasiswa Sistem Informasi **Surabaya, Indonesia**
General Secretary **October 2022-February 2023**
- Managing secretarial documents such as correspondence and annual organizational reports

Himpunan Mahasiswa Sistem Informasi **Surabaya, Indonesia**
Staff of Communication and Information Division **November 2021-October 2022**
- Published content and managed the organization's social media.
- Served as the person in charge of the work program for the Kominfo Present project
- Participated in event management as a member of various programs, serving as a publication division, event planner, content planner, video editor, podcast operator, and more.

Telkom Art **Surabaya, Indonesia**
Staff of Dance Division **October 2021-November 2022**
- Participated in regular exercises and competitions both on and off campus

SKILLS AND CERTIFICATION

- Program Management: SDLC (Software Development Life Cycle), Scrum, Agile
- Hard Skills: Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Power BI, Java, Python, PHP, Figma, Adobe Photoshop, Adobe Premiere, DBMS MySQL., Trello
- Soft Skills: Communicate, Team Work, Problem Solving, Critical Thinking
- Certifications: SAP Course AC010 – Business Processes in Financial Accounting(2022)
- Language: Bahasa(Native), English(Intermediate, TOEFL: 493)