



# EFRYCA AYU NABELLA

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Jln Bromo No.23 Punten, Kota Batu

I am a fresh graduate from the management department of Brawijaya University. I have a great interest in working in the fields of administration and finance. I have participated in several experiences such as internships, competitions, committees, organizations, and volunteers while taking this course. That way, I can increase my experience, relationships, and new knowledge about soft skills and hard skills. I am an expert at operating Ms. Office, Ms. Excel, Ms. PowerPoint, Google Tools, SPSS, E-VIEWS, Canva, and so on. I can create administrative and financial reports, archive multiple files, and basic understanding of accounting. In this world of work, I will be very responsible and ready to work under pressure.

## EDUCATION

### **BRAWIJAYA UNIVERSITY - Jl Veteran, Kec. Lowokwaru Malang City**

Jul 2020 - Jan 2024

*Undergraduate in of Management in Faculty of Economic and Business, Major in Management Finance and Minor in Management Operational, 3.76/4.00*

- Activity: I learned about how to make decisions through planning, managing, analyzing, controlling in finance. As well as having an understanding in the field of operational management to control resources to achieve organizational goals effectively and efficiently. So jobs that are relevant to me are Administration Staff, Finance Staff, Financial Analyst, Operational Staff, and Trainee Manager.

### **SENIOR HIGH SCHOOL 01 BATU - Jl Agus Salim No.57, Sisir, Kec Batu**

Jul 2017 - May 2020

*Social Sciences Major, Concern in Economics*

- Activities: I study with a concentration in social sciences ranging from economics, geography, sociology, history, and languages. When I was in high school, I was very interested in majoring in economics, so I took part in various competitions ranging from business to taxes. I am also interested in physics and Japanese, so these became additional subjects of interest and talent for 1 year. With this, I continue to develop my interests and abilities while studying at SMA Negeri 01 Batu.

### **JUNIOR HIGH SCHOOL 02 BATU - Jl. Bromo No.34, Sisir, Kec. Batu, Kota Batu, Jawa Timur 65314**

Jan 2014 - Apr 2017

## COMMITTEE & VOLUNTEER EXPERIENCE

### **GENERASA - Semarang**

Aug 2022 - Oct 2022

*Official Staff Secretary of the Human Resources Training Program with the theme "Career 101: would you rather be idealistic or realistic?"*

A social community engaged in self-development to help Indonesian youth develop and provide educational information about self-development.

- Make and documents are needed, namely proposals, a Memorandum of Understanding, and Terms of Reference.
- Make a list of letter numbers for internal and external purposes.
- Make an administration schedule and training for PPSDM participants.
- Make certificates of speakers, participants, and the committee.

### **CANDIDATE COLLEGE - Jakarta**

Jan 2022 - Feb 2022

*Official Staff Secretary of Instagram Live Program "Is Time Management Important?"*

An educational platform that works to facilitate students at home and abroad to get the education system quality.

- Create a live program plan with the event team.
- Arranging and coordinating the meeting agenda schedule for each division.
- Make some important documents needed for sponsors.
- Make certificates of speakers, participants, and committee.

### **LINGKAR STUDI MAHASISWA EKONOMI DAN BISNIS (LSME) FEB UNIVERSITAS BRAWIJAYA - Malang**

Aug 2021 - Nov 2021

*Official Asisstant Coordinator Administration "Internal Training and Socialization (LINTAS)*

Internal Training and Socialization (LINTAS) is one of the programs carried out by LSME every period to introduce work culture to prospective members of the organization. This training is also carried out to determine the interests and talents of prospective members to enter the appropriate field. The goal is to find qualified candidates with high integrity to join.

- Coordinate staff regarding administrative tasks.
- Make attendance recaps, invitations, letters, daily reports with staff.
- Coordinate with other departments regarding correspondence.
- Selecting files from prospective members.

### **HIMPUNAN MAHASISWA DEPARTEMEN MANAJEMEN (HMDM)**

May 2021 - Nov 2021

## **FEB UNIVERSITAS BRAWIJAYA - Malang**

*Official Staff Administration of The Talks 2021 with the theme "Personal Branding and Growth Mindset: Valuable Ability to Elevate in Digital Era"*

The highest executive institution within the FEB UB management department is a forum for major student management to serve their department and function to accommodate and channel the aspirations of all student management departments.

- Fill in the tracker list and to-do list for all divisions.
- Make important documents such as proposals, Terms of Reference, and Memorandum of Understanding.
- Make accountability reports and event minutes.
- Tracking ticketing on the D-day of the event.

## **BADAN EKSEKUTIF MAHASISWA (BEM) FEB UNIVERSITAS BRAWIJAYA - Malang**

Sep 2021 - Oct 2021

*Official Reviewer PKK MABA Alteration Program "Creative Change and Creative Development" 2021*

Student Executive Board of the Faculty of Economics and Business, Universitas Brawijaya.

- Coordinating new students in preparing student creativity program proposals (PKM).
- Provide advice and input on PKM proposals prepared by new students.
- Assist in discussion sessions for submitting proposal ideas.
- Provide progress assessment and new student PKM proposal reports.

## **LINGKAR STUDI MAHASISWA EKONOMI DAN BISNIS (LSME) FEB UNIVERSITAS BRAWIJAYA - Malang**

Mar 2021 - Jul 2021

*Official Staff Intern Ballistic of The Public Relations with Human Research "MARIMASE"*

Student organizations that are autonomous and play an active role in the scientific field such as essays, papers, and business plans encourage students to take part in competitions.

- Operate zoom techniques during events.
- Design vandal and certificate.
- Coordinating and arranging meeting equipment.
- Developing ice-breaking concept.

## **LINGKAR STUDI MAHASISWA EKONOMI DAN BISNIS (LSME) UNIVERSITAS BRAWIJAYA - Malang**

Jan 2021 - Aug 2021

*Official Staff Event of Webinar Program and Entrepreneur Corner Workshop (ENCORE) with the theme "Let's Start to Build Startup"*

One of the programs from the LSME is in the form of webinars and workshops organized by the entrepreneurship division for all economic and business faculties students to develop soft skills, especially in terms of entrepreneurship.

- Develop concepts for webinars and workshops.
- Compile technical guidelines, division setlist, and rundown.
- Become a field coordinator.
- Monitor the task of the activities of all divisions.

## **LINGKAR STUDI MAHASISWA EKONOMI DAN BISNIS (LSME) UNIVERSITAS BRAWIJAYA - Malang**

Dec 2020 - May 2021

*Official Staff of Administration and Secretary at "Katulistiwa 13"*

Katulistiwa 13 is one of the main programs within the LSME organization to provide a platform for all Indonesian students to take part in national competitions in the form of scientific works, essays, and business plans to develop interest and talent, of course in terms of scientific work.

- Create invitations for contest partners.
- Compile Terms of Reference and proposals.
- Recap a list of data and various documents of contest participants.
- Recap the competition assessment.

## **ORGANIZATIONAL & COMPANY EXPERIENCE**

### **Tugu Media Group - Malang**

Apr 2023 - Jul 2023

*Official Magang Redaksi*

Tugu Media Group is one of the partner companies' management departments that provides internship opportunities and direct work practice for all students through the MBKM Non-Higher Education program. There are two media under the auspices of the Tugu Media Group, namely tugujatim.id and tugumalang.id. Under the auspices of the Tugu Media Group, tugumalang.id is an online news portal with various channels that collaborates with kumparan.com in developing its website.

- Reporting suffering in the form of soft news or light news uploaded on the official website tugumalang.id.
- Covering news directly by going out on the ground for coverage.
- Identify the data needed for editorial purposes tugumalang.id.
- Write news with different themes.

**LINGKAR STUDI MAHASISWA EKONOMI DAN BISNIS (LSME) - Malang**

Nov 2020 - Dec 2022

*Official Staff of Administration and Secretary Departement*

LSME is an autonomous student organization within the scope of the Faculty of Economics and Business students' families. LSME operates in scientific fields such as essays, business papers, and debates which encourage LSME functionaries to take part in competitions to achieve achievements.

- Carry out an inventory of important documents.
- Coordinating the flow of book grants from FEB UB students.
- Make an active organizational certificate for LSME members.
- Make scientific wall magazines and work program calendar schedules on a regular basis.
- Create polls for each work program.

**GENERASA - Semarang**

Jul 2022 - Oct 2022

*Official Staff of Administration and Secretary Departement*

Generasa is a community organization that operates in the field of self-development. Therefore, it is hoped that it will be able to help the self-development of the nation's future generations.

- Make proposals, Memorandum of Understanding, and Terms of Reference.
- Take minutes in major meetings and division meetings.
- Create letter numbers for internal and external purposes.
- Coordination in compiling project accountability reports program calendar schedules regularly and creating polls for each work program.

**CANDIDATE COLLEGE - Jakarta**

Dec 2021 - Jun 2022

*Official Staff of Administration*

An educational platform that works to facilitate students at home and abroad to get the education system quality.

- Creates a reminder of all Candidate Collage activities to be implemented.
- Prepare proposals, Terms of Reference, and a Memorandum of Understanding.
- Design several important documents for external parties.
- Be the note taker of the Candidate College's big meeting.

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**Skills, Awards & Other Experiences**

- **Soft Skills:** Scientific writing, Time Management, Leadership, Critical Thinking, Problem Solving, Teamwork, Creativity, Languages Indonesian and English.
- **Hard Skills:** Google Workspace, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Canva, Autocrat, Tally.so, Zoho Form, SPSS, E-Views.
- **Interest:** Language, Campaign, Volunteer.
- **Training** (2021): Online Course Certification "Sharia Stock Investment" by TICMI, Online Course Certification "Technical Analysis: Fibonacci" by TICMI, Stock Market Certification 2021 by PT Ajaib Sekuritas.
- **Sertification TI Universitas Brawijaya** (2023): Microsoft Office Desktop Application by Trust Training Partners
- **Sectification TOEFL** (2023): Elskill English Course
- **Achievements** (2018): Semi Finalis Tax Goes.
- **Achievements** (2019): As The 3rd Winner in Start-up Bussines Challenge.
- **Achievements** (2021): Participation in the Creatonomics Business Competition (CBCC) and Champion of Hope 1 "SCOCI Scientific Week National Essay Competition".
- **Achievements** (2022): Participation in the National Business Model Canvas Competition.
- **Webinars Attended** (2020): "National Seminar on Economic Prospects and Challenges" and "National Taxnation Development"
- **Webinars Attended** (2021): Digital Business Seminar by Didik Mulato and "Job Creation Law and Extension of Tax Incentives"
- **Webinars Attended** (2022): MED: "Rise and Shine: It's Bussines Time" dan Stock Market 101: "Let's Thrive The Indonesia Stock Market by Becoming a Young Investor".