



MUHAMMAD ARSYADDATAMA

0851-7229-5120 | marsyaddatama@student.telkomuniversity.ac.id | linkedin.com/in/m-arsyaddatama | s.id/arsyaddatama

Bandung, Perumahan Griya Bandung Asri 1

Possess expertise in system management and administration. Experienced in managing workflows, preparing documentation, and improving operational processes. Detail-oriented, organized, and communicative.

Work Experiences

PT Jordan Dua Saudara Putra - Ciamis, Indonesia <i>Team Manager</i> <ul style="list-style-type: none">Preparing monthly income and expense reports for the teamHandling team administration and operational processesConducting the recruitment process for the team	Oct 2023 - Dec 2023
Dealls - Job, CV & Mentoring - Bandung, Indonesia (Remote) <i>Ambassador</i> <ul style="list-style-type: none">Explaining Dealls Job to potential usersAssisting potential users in understanding the benefits and features of Dealls JobManaging communication with the audience to increase interest in Dealls Job	Aug 2024 - Sep 2024
PT Inspirasi Teknologi Bola Sepak - Bandung, Indonesia <i>Data Collect</i> <ul style="list-style-type: none">Gathering relevant data according to project requirements.Verifying and ensuring the accuracy of the collected data.Organizing data in a structured format for further analysis.	Jul 2024 - Sep 2024
PT Bank BCA Digital - Bandung, Indonesia <i>Ambassador</i> <ul style="list-style-type: none">Explaining Blu by BCA Digital to potential usersAssisting potential users in understanding the benefits and features of Blu by BCA DigitalManaging communication with the audience to increase interest in Blu by BCA Digital	Apr 2024 - Nov 2024
Generasa Indonesia <i>Staff Partnership</i> <ul style="list-style-type: none">Conduct administration with external partiesCommunicate and negotiate with external partiesProvide regular reports	Sep 2024 - Feb 2025
Mereka Academy - Bandung, Indonesia <i>Ambassador</i> <ul style="list-style-type: none">Explaining Artifical Intellegent to potential usersAssisting potential users in understanding the benefits and features of Artificial IntellegentManaging communication with the audience to increase interest in Artificial Intellegent	Jan 2025 - Mar 2025
Badan Mentoring Telkom University - Bandung, Indonesia <i>Mentor</i> <ul style="list-style-type: none">Guiding participants in understanding the material and achieving their learning goals.Evaluating the performance of each participant.Encouraging participants to develop their skills and potential to the fullest.	Jan 2024 - Present
Stivaros Community - Bandung, Indonesia <i>Founder</i> <ul style="list-style-type: none">Responsible for operational activitiesCarry out administrative processesCreate and design strategies	Jun 2023 - Present
Fly My Garuda - Bandung, Indonesia <i>Founder</i> <ul style="list-style-type: none">Responsible for operational activitiesCarry out administrative processes	Sep 2024 - Present

- Create and design strategies

PT Vinix Seven Aurum - Bandung, Indonesia

Feb 2025 - Present

Junior Entrepreneur

- Executing digital marketing campaigns and personal branding.
- Developing business plans with marketing, financial, and operational strategies.
- Analyzing business performance and providing data-driven insights.

PT Bank Muamalat Indonesia Tbk - Bandung, Indonesia

Mar 2025 - Present

Product and Business Development Officer

- Analyzing data to support product development and business strategies.
- Conducting market research to identify business opportunities and customer needs.
- Assisting in the development and innovation of Islamic banking products.

PT Teknologi Edukasi Indonesia. - Bandung, Indonesia

Mar 2025 - Present

Data Analytic

- Collecting, cleaning, and analyzing data to support business decisions.
- Creating data visualizations and reports for effective insights.
- Exploring data to identify trends, patterns, and business insights.

Education

Telkom University - Bandung, Indonesia

Jun 2022 - Jun 2026 (Expected)

Bachelor of Industrial Engineering

- Active in student organizations, with experience in managing various programs and activities. Skilled in administration, including data management, report preparation, and team coordination to support organizational operations and academic projects.

Expedite - Bandung, Indonesia

Sep 2024 - Dec 2024

Certificate in Apprentice

- A self-development and career preparation program, with high achievements and active participation in mentoring sessions. Successfully enhanced professional skills, including communication, problem-solving, and career planning, while expanding networks with mentors and industry professionals.

Organization Experiences

MQ Syamsul Ulum - Indonesia, Bandung

Jan 2023 - Jan 2025

Staff Media

- Creating and designing multimedia content.
- Managing social media accounts and content scheduling.
- Coordinating with the media team and developing creative ideas.

MPM HMTI - Bandung, Indonesia

Apr 2024 - Present

Staff Research of Development

- Overseeing collection and reporting of student aspirations.
- Attending and contributing to Commission meetings.
- Reporting on Commission activities to MPM HMTI.

Achievments & Volunteer

- **Volunteer** (2023): Liaison Officier PKKMB Telkom University
- **Volunteer** (2023): Staff Public Relation Sapa Pemuda
- **Volunteer** (2024): Moderator Training MPM HMTI
- **Volunteeer** (2024): Staff Evaluation & Measureement Squad
- **Achievements** (2024): Best Collaborator JBC
- **Achievements** (2024): Semifinal DWDG Binus