

ENJELIKA DINDA RAHMAWATI

Jl. Waru 2, Tangerang, 15322, Indonesia, 88290177894, enjelikadindarahmawati@gmail.com

Date of birth	December 18th 2005	Nationality	Indonesian
Place of birth	Ngawi		

PROFILE	Dynamic and detail-oriented IT Support professional with hands-on experience in troubleshooting hardware and network issues, alongside a solid foundation in IT administration. Proficient in managing documentation for tenders and adept in operating system installations, particularly Windows environments. Equipped with strong skills in cloud computing and data management, with a proven ability to collaborate effectively in team settings. Currently pursuing a degree in Information Technology, demonstrating commitment to continuous learning and professional growth. Ready to leverage technical knowledge and problem-solving abilities in an IT internship role.
---------	---

EMPLOYMENT HISTORY

Mar 2025 — Present	Administrative Staff, PT Netcom Solusi Persada	South Tangerang
	<ul style="list-style-type: none">Prepared and managed tender documents (LPSE, e-catalog, proposals, ETC)Liaised between field technicians and admin teamManaged and reported inventory dataAssisted with archiving and preparing work reports	
Nov 2024 — Mar 2025	Technician & IT Support / NOC, PT Netcom Solusi Persada	
	<ul style="list-style-type: none">Maintained hardware (computers, printers, laptops, servers)Troubleshoot local and inter-branch networksMonitored network using Zabbix (BAKTI KOMINFO project)Installed OS (Windows 7, 10, 11) and supporting softwareConfigured routers and network devices	
Mar 2024 — Dec 2024	Production Operator Intern, PT Torabika Eka Semesta	Tangerang
	<ul style="list-style-type: none">Operated packaging machines efficiently, ensuring precise and orderly product packaging.Troubleshoot and resolved technical issues with machinery, enhancing operational efficiency.Collaborated with production and shipping teams to reduce product loss during transit by 25%.Designed and implemented effective quality monitoring systems, decreasing packaging errors by 10%.Conducted compliance checks to uphold workplace safety and production standards.	
Jun 2022 — Aug 2022	Administrative Intern, BPJS KETENAGAKERJAAN	Tangerang
	<ul style="list-style-type: none">Validated and corrected labor data using MS Excel and Google Sheets.Conducted thorough data checks against Dukcapil records to ensure accuracy.Managed document duplication processes with photocopy machines.Delivered important documents and files to designated recipients.Assisted in administrative tasks to support smooth office operations.	

EDUCATION

Sep 2023 — Present	S1 in Informatics Engineering, Pamulang University	South Tangerang
Jul 2020 — May 2023	Software Engineering, SMK Yuppentek 2 Tangerang	

SKILLS	Hardware and network troubleshooting	MySQL
	OS installation (Windows 7, 10, 11)	Java
	Tender document & LPSE administration	Web Design
		Physical endurance for extended shifts and travel

AWS, Docker, WordPress Deployment	Manual handling and heavy lifting for goods and equipment
SQL dan Microsoft Excel	
Translation and editing of manuscripts	

SERTIFIKASI	Ethical Hacking
	Sololearn – Introduction to C++, HTML
	DQLab – Data Science (R Fundamental, Python Fundamental, dsb)
	Workshop Industri 5.0 & AI
	Sertifikasi Uji Kompetensi SMK – Aplikasi Pembayaran SPP

PENGALAMAN LAIN		
Nov 2023 — Present	Freelance Editor & Translator (Comics/Novels)	Tangerang
	Self taught	
Nov 2024 — Present	Freelance Web Design (Carrd)	Tangerang
	Self-taught	
Dec 2021 — Sep 2023	Truck Driver Assistant (Part-time)	Tangerang
	Assisted my father on long-haul deliveries from junior high school until pre-university. Duties included guarding goods during transport, assisting with loading/unloading, organizing delivery documents, and adapting to various routes and schedules, including inter-island trips such as to Bali.	

LANGUAGES	Indonesia	Native speaker	English	Very good command
-----------	-----------	----------------	---------	-------------------