

Nada Rahmawati

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Jl. Asri V No. 19 Kebon Pala I Halim P.K, Jakarta Timur

PROFESSIONAL SUMMARY

Dedicated and detail-oriented Information Systems student with a strong passion for Business Analysis and Technical Writing. Equipped with a solid foundation in information systems and a keen ability to analyze business processes and translate complex technical concepts into clear and concise documentation. Proficient in identifying business needs, analyzing requirements, and delivering comprehensive solutions to enhance operational efficiency. Adept at collaborating with cross-functional teams to ensure alignment with business goals.

EDUCATION

Bachelor of Information Technology

Majors : Information Technology
Universitas Bina Sarana Informatika
2021 – 2025

Senior High School

SMK PGRI I Jakarta
2018 – 2021

PROFESSIONAL EXPERIENCE

PT Konsulindo Informatika Perdana (Perdana Consulting)

Juli 2021-Juli 2022

Technical Writer

Responsibilities :

- Creating technical documentation such as user manuals, installation guides, API documentation, and other product-related documents with clarity and accuracy.
- Gaining a deep understanding of the company's products or services.
- Working closely with development teams, engineers, and product teams to gather the necessary information for documentation.
- Ensuring that all documentation is up-to-date with the latest product changes.
- Translating complex technical information into language that is easily understood by non-technical users.
- Providing training and guidance to internal or external users on how to use the documentation.
- Managing documentation projects from planning, development, to completion, including maintaining deadlines and task priorities.

PT CCD Jaya Ekspres

Business Analyst

Juni 2023 - Present

Responsibilities :

- Identifying and documenting business requirements through meetings, interviews, and workshops with stakeholders.
- Examining existing business processes and workflows to identify areas for improvement or optimization.
- Acting as a liaison between different stakeholders, such as management, IT, and end-users, to ensure clear communication and alignment on project goals and expectations.
- Creating business models, flowcharts, and diagrams to illustrate the company's operations and processes.

Sekolah Ananda Tk At-Taqwa (Freelance)

July 2023 - Present

Teacher

Responsibilities :

- Developing age-appropriate lesson plans that cater to the educational, social, and emotional needs of young children.
 - Instructing children in basic skills such as colors, shapes, numbers, letters, and simple math and reading skills.
 - Maintaining open communication with parents or guardians about their child's progress, behavior, and any concerns.
 - Working with other teachers and staff to plan school events, share resources, and discuss best practices.
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PROJECTS

1. Employees Self-Service

Description : Employees Report for Perdana Consulting, Built with Laravel

Menu Included :

- Timereport
- Project Assignment
- Leave
- Reimbursement
- Medical Reimbursement
- Integration with Fingerprint
- Attendance Device and many more.

2. E-Form Document Handling

Description : E-Form is a mini web-based application for managing purchase orders and purchase requisition, Document Letter, Receivable Notes and some other document handling. Made for simplify and organize purchase orders.

Built with Backend : PHP Laravel, Javascript, MySQL. Frontend : Bootstrap CSS, HTML, Js. Integrated with ESS Project.

3. AMS - Asset Management System

Description : A Web App for tracing and monitoring assets. You can monitor how many hours that employees spent on their computers, see where we're its location, boot time, uptime, their ip address etc. Also its serve for IT Staff manage task-to-do list, which one the task either open or in progress.

Built with Backend : PHP Laravel, Python & MySQL, using API endpoint scripted with python. Frontend : Bootstrap CSS, HTML, Js.