

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 Administration. 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
Office Administration
2018 – 2021

PROFESSIONAL EXPERIENCE

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.

Administrator

Responsibilities :

- Manage important documents and records, such as student data, financial reports, and the school's legal documents.
 - Prepare necessary documents for meetings with parents, the school board, or government education bodies.
 - Record and update new student enrollment data, ensuring all documents are complete.
 - Handle administrative needs for teachers and school staff, including attendance, leave requests, and payroll.
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Pertamina Maritim Training Center (Contract)**July – September 2024**

Project Admin

Responsibilities :

- Organize and manage project documentation, including proposals, project plans, reports, and correspondence.
- Maintain accurate and orderly records and archives of the project.
- Arrange and document project meetings, including taking meeting minutes.
- Assist in the preparation and monitoring of compliance documentation.
- Help develop and refine project administration systems and processes to improve efficiency and effectiveness.

PT CCD Jaya Ekspres (Internship)**Juni 2024 - Present**

Business Analyst

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
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