



I GEDE SUADNYANA

Administration | Design Graphic | Sosial Media Specialist | Web Developer

0812 7807 4086 | igege.suadnyana@gmail.com | Palembang

ABOUT ME

Experienced in administration and proficient in using Microsoft Excel for data management and report creation, which has enhanced efficiency and accuracy in tasks.

EDUCATION

- 2017 - 2020 **BINA DARMA UNIVERSITY| D3 INFORMATION MANAGEMENT | PALEMBANG**
Graduated with Honors (GPA: 3.88/4.0) with the Final Project Title "Web Based Sales Information System at CV Putra Balkom Jaya."

WORK EXPERIENCE

- 2021 - 2023 **MEGA MAHARANI MEDIKA CLINIC | ADMINISTRATIVE STAFF | OKI**
Managed patient schedules, medical records, finances, as well as creating reports using Excel. Organized staff schedules and managed the website and social media.
- Apr - Okt 2021 **PT. GRIYA PANGAN INSANI | ADMINISTRATIVE STAFF | OKI**
Managed correspondence, documentation, and financial administration. Created reports using Excel, organized files, and supported the company's daily operations
- 2013 - 2016 **PT. WACHYUNI MANDIRA | HELPER EXCAVATOR | OKI**
Assisted operators in excavation operations, performed daily maintenance on machinery, and ensured equipment was ready for use. Scheduled routine servicing to maintain the excavator in optimal condition.

ORGANIZATIONAL EXPERIENCE

- 2017 - Sekarang **KESATUAN MAHASISWA HINDU DHARMA INDONESIA | PALEMBANG**
As a platform for cadre formation, a unifying entity for Hindu students, and an educational tool through various activities such as seminars and training sessions.

ACTIVITY EXPERIENCE

26 - 28 Okt 2023 ORGANIZING COMMITTEE OF THE VI UTSAWA DHARMA GITA (UDG) SUMSEL

Designed banners, certificates, and identification cards. Served as event operator during the opening and closing ceremonies. Acted as Liaison Officer (LO) and competition guide for events organized by the Hindu Affairs Office of the Ministry of Religious Affairs, South Sumatra.

TRAINING EXPERIENCE

CODING STUDIO

- Fundamental Excel
- Fundamental Algorithm

MYSKILL.ID

- Microsoft Word
- Microsoft Excel
- Frontend HTML
- Frontend JS
- Frontend CSS

BELAJAR SKILL

- Ms Word
- Ms Excel
- Ms Power Point
- Toefl

HARD SKILL

- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Frontend HTML
- Frontend CSS
- Java Script
- Adobe Photo Shop
- Adobe Illustrator
- Canva

SOFT SKILL

- Communication Skills
- Problem Solving Skills
- Time Management Skills
- Teamwork Skills
- Adaptability Skills
- Leadership Skills

PORTOFOLIO

I Gede Suadnyana, A.Md

- Administration
- Design Graphic
- Sosial Media Specialists
- Web Developer



A BOUT ME

I am a professional with experience in administration and IT support roles. Skilled in managing daily tasks and improving customer service. Currently, I am interested in web development and graphic design.



WORK EXPERIENCE

- Freelance Graphic Designer to customer needs (2017 - Present)
- Freelance Sosial Media to customer needs (2018 - Present)
- Freelance Web Developer to customer needs (2019 - Present)
- Mega Maharani Medika Clinic Managed administrative and IT support (October 2021 - April 2023)
- PT. Griya Pangan Insani Managed administrative and IT support (October 2021 - April 2023)

MY SKILLS



MICROSOFT EXCEL

Data Administration



HTML CSS JS

Web Developer



PHP

Web Developer



MYSQL

Database



FIQMA

UI / UX Design



ADOBE PHOTOSHOP

Graphic Design



ADOBE ILLUSTRATOR

Design Vector



CANVA

Graphic Design & Video Maker



CAP CUT

Video Maker

MY PROJECT ADMINISTRATION

MEGA MAHARANI MEDIKA CLINIC



2024

MY PROJECT SOSIAL MEDIA

MEGA MAHARANI MEDIKA CLINIC

Project Name

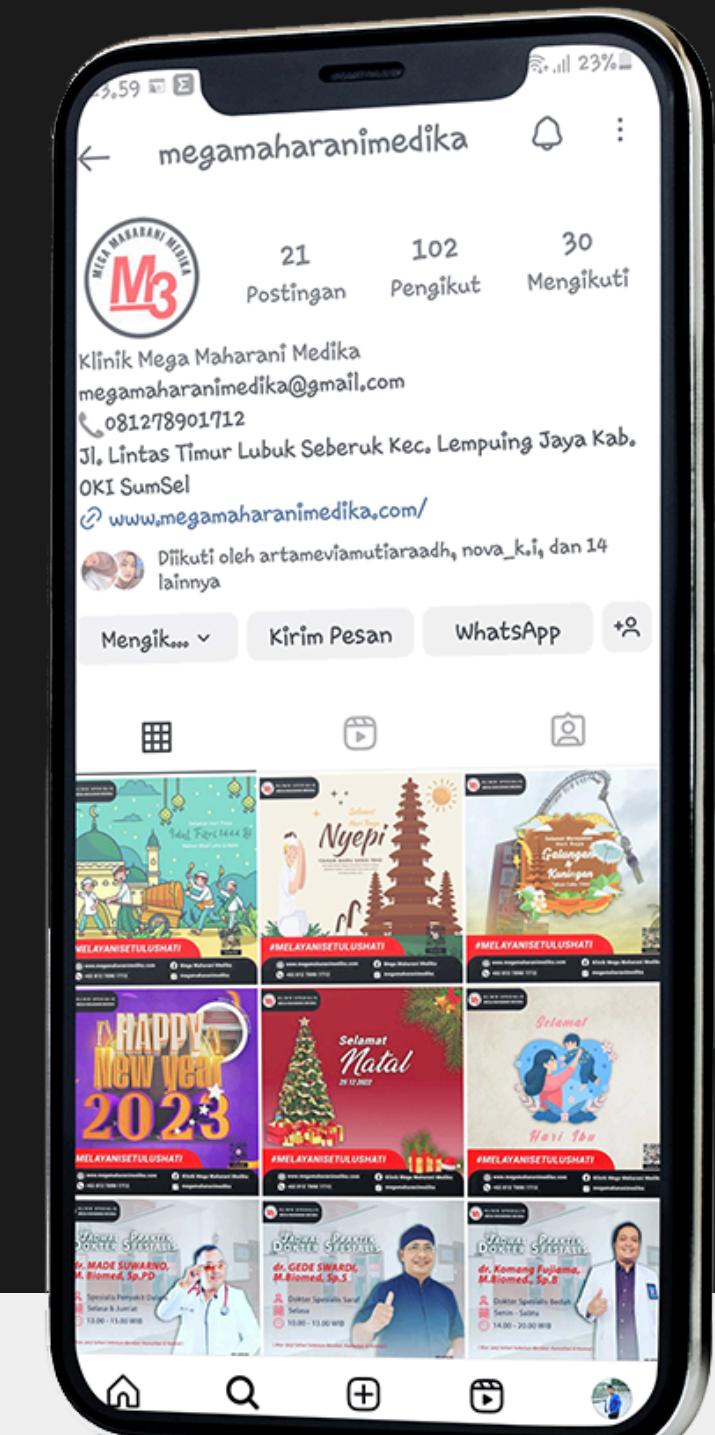
Post Instagram

Date

2021 - 2023

Category

Sosmed Specialist



MY PROJECT DESIGN



UDG VI SUMSEL

Utsawa Dharma Gita is a religious Hindu chanting festival or competition organized by the Ministry of Hindu Affairs at the district, provincial, and national levels.



2024



MY PROJECT DESIGN



PROJECT 01.
UDG VI SUMSEL

Project Name

Id Card

Date

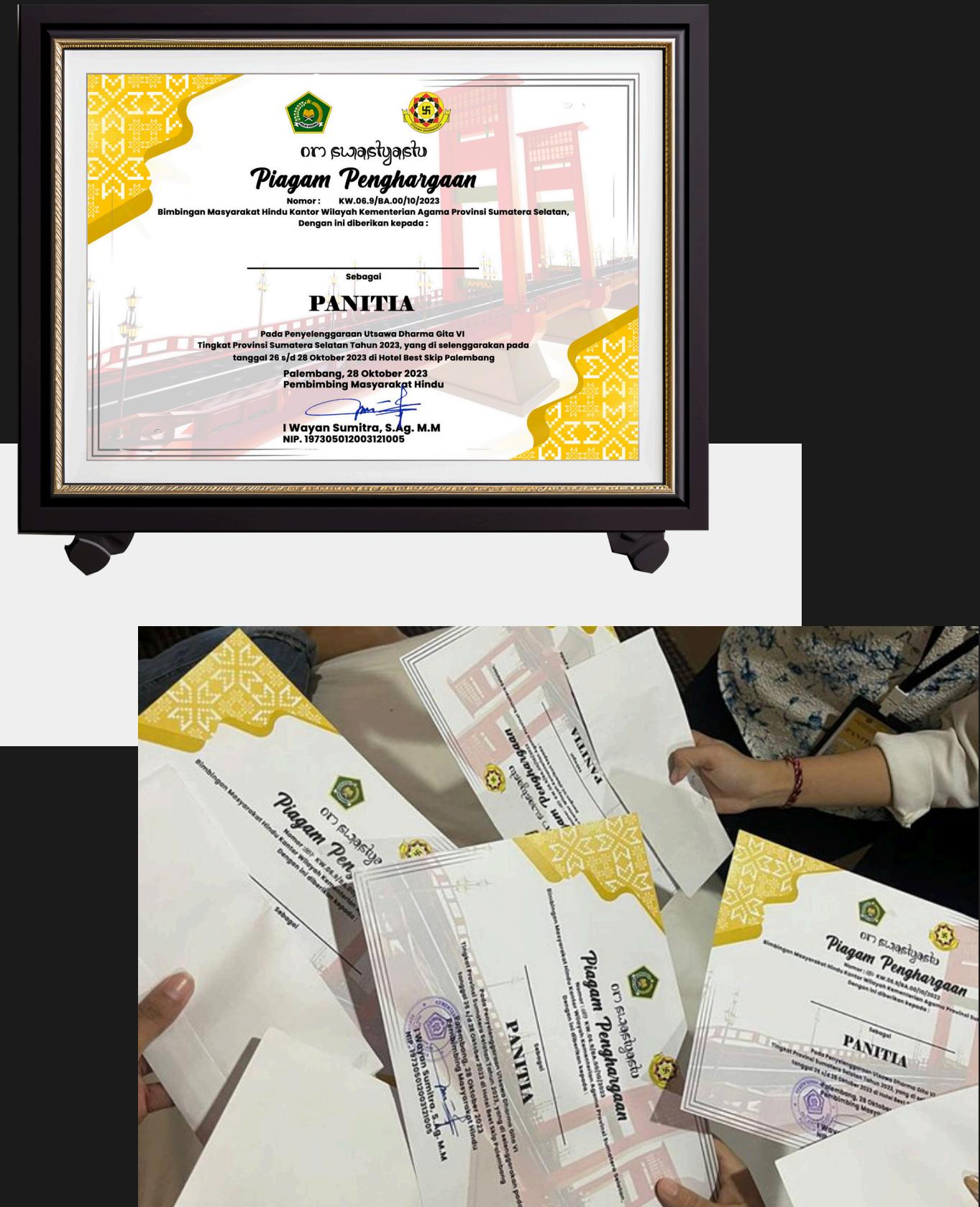
26 - 28 October 2023

Category

Graphic Design

2024

MY PROJECT DESIGN



PROJECT 02.

UDG VI SUMSEL

Name Project

Certificate

Date

26 - 28 October 2023

Category

Graphic Design

2024

MY PROJECT DESIGN

PRPROJECT 03. UDG VI SUMSEL



Name Project Banner

Date 26 - 28 October 2023

Category Graphic Design



MY PROJECT WEBSITE

MEGA MAHARANI MEDIKA CLINIC

Project Name Campeny Profile

Date 2021 - 2023

Category Web Developer



2024



THANK YOU



I GEDE SUADNYANA