




INDAH PERMATASARI, S.T

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 East Jakarta

PROFESIONAL PROFILE

Indah Permatasari is a fresh graduate with a study period of 2020 – 2024, majoring in Informatics Engineering at Pancasila University, Jakarta. Indah Permatasari has strong self-confidence, is responsible, diligent, has new ideas, likes trying new things, and is active in organizations on campus.

INTERNSHIP EXPERIENCE

IT - BUSSINES ANALYST | PT. PEGADAIAN PUSAT | APRIL 2023 – OCTOBER 2023

- Examine business from a profit perspective
- Analyzing the business starting from problem analysis to solutions in the form of feature displays
- Create use case diagrams and design figma

LOGISTICS ADMINISTRATION AND PLANNING | PT. KAI | NOVEMBER 2023– DESEMBER 2023

- Collect administration from work partners to be included on the website
- Confirm certain sections for follow-up

ORGANIZATION EXPERIENCE

STUDENT ACTIVITY UNITS SKI KMUP

- **Division Secretary – March 2022 – December 2022**
 1. Compile, distribute and archive correspondence related to division or UKM activities.
 2. Coordinate schedules and communication between UKM division members and other UKM members.
 3. Assist in planning and preparing agendas for SME division activities, from planning to implementation.
 4. Prepare activity reports after the activities are completed, either in the form of written reports or financial reports, which will be accountable to the UKM management or related parties.
 5. Organize and organize internal divisional meetings or with external parties related to UKM.
- **Division Head – February 2023 – December 2023**
 1. Lead division meetings, determine the agenda, and ensure meetings run effectively and productively.
 2. Prepare annual or periodic work programs that include activities to be carried out by the division. The work program must be clear and structured so that it can be implemented well.
 3. The division head must also ensure that his division coordinates with other divisions within UKM, especially if there are joint or mutually supporting activities.
 4. Building good relationships between division members and creating a conducive and productive work atmosphere. Encourage a spirit of kinship and solidarity within the team.
 5. After the activity is completed, the division head is responsible for compiling an activity report that describes the implementation of the work program, the results achieved, and the evaluations carried out.

STUDENT ACTIVITY UNITS RESEARCH & DEVELOPMENT KMUP

- Division Secretary – November 2021 – Oktober 2022
 1. Record all activities carried out by the UKM division, including meetings, activities and decisions taken. This includes making meeting minutes and activity reports.
 2. Assist in setting schedules and reminding members of upcoming activities.
 3. Create and distribute notification letters to members regarding agendas or activities that will be carried out.
 4. Assist the division head in carrying out administrative tasks, including decision making that requires recording and archiving.
 5. Assist in the recruitment process for new members by providing information regarding UKM and division activities, as well as facilitating the registration of new members.

Achievements in Student Activity Units

Received the "Coolest LDK" award at the Gerakan Menutup Aurat (GEMAR) event organized by the Forum Silaturahmi Lembaga Dakwah Kampus (FSLDK) Jakarta – Depok – Bekasi, on February 26, 2023.

INFORMATICS ENGINEERING

Concentration – Software Engineering

GPA 3.68

Pancasila University | 2020 – 2024

Thesis title : Neighborhood Service Information System (RT) Case Study Of RT Duren Sawit

CERTIFICATION

BNSP Professional Certification Body – Web Developer Scheme with the title Competent

Independent Study at the Merdeka Campus – UI / UX Design

Currently undergoing Fullstack Developer certification at Binus Center

SKILLS

C++, JAVA,
PHP

HTML, CSS,
JAVASCRIPT

MYSQL

FIGMA,
ADOBE
PHOTOSHOP

MICROSOFT
OFFICE