

JEVANDA ARIF PRADANA

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RT.04/RW.06, Desa Jepang Pakis, Kec. Jati, Kab. Kudus

Hello, my name is Jevanda Arif Pradana. You can call me Jevan or Jevanda. I am a Computer Science graduate from the Informatics Engineering study program at Muria Kudus University. I graduated in 2021 with a GPA of 3.14. Currently, I am working at an institution in Kudus that focuses on higher education. I have an interest in education, graphic design, administration, computer technician, programming, and photography/videography.

EDUCATION

Muria Kudus University	Kudus, Indonesia
Bachelor of Computer Science GPA : 3.14 / 4.00	2015 - 2021

WORK EXPERIENCE

Muhammadiyah Kudus University	Kudus, Indonesia
Academic Administration Staff, Permanent Employee Candidate	October 2022 - Now

My duties and responsibilities as a Staff Member in the Academic Administration Bureau include the following :

1. Issuance of Student ID Number to prospective students.
2. Management of the Academic Administration Bureau website and social media (website: baak.umku.ac.id | Instagram: [baa_umku](https://www.instagram.com/baa_umku)).
3. Creation of student data recapitulation for each batch.
4. Creation of Student ID Cards.
5. Creation of Diplomas, Transcripts, and Academic Transcripts.
6. Management of student document storage.
7. Creation of Study Plan Cards.
8. Reporting of student academic activities each semester (Odd/Even) to the Higher Education Data Center.
9. Student services related to Course Registration Form & Academic Record issues.
10. Student services related to changes in student data on the PDDIKTI website.
11. Services related to student correspondence (Research Permit Letter, Certificate of Active Student, Diploma Verification Letter, etc.).
12. Student services related to the collection of Diplomas, Transcripts, and Academic Transcripts.
13. Ordering and matching PIN (National Diploma Numbering).
14. Etc.

ORGANIZATION

Vice Chair of Media and Communications	Kudus, Indonesia
Branch Head of Muhammadiyah Youth Organization, Jati District	2024 - Now

My roles and responsibilities include:

1. Managing the organization's social media.
2. Developing job descriptions for members of the Media and Communications division.
3. Formulating work programs for the Media and Communications division.
4. Preparing the Budget Plan (RAB) for the Media and Communications division.
5. And others.

CERTIFICATION (LICENSE)

- Certificate of Competence in Computer Operation, issued by the Professional Certification Institution of BBPLK Semarang, Number: 63111 41320016090 2022, 2022.
- Certificate of Junior Computer Operator, issued by UPTD BLK Kudus, Number: 2204131EBFC5ED, 2022.

SKILL

- Hard Skill : PHP, HTML, CSS, CodeIgniter 3, Laravel, Bootstrap.
- Soft Skill : Highly adaptable (quick learner), Excellent communication skills, Strong teamwork skills (Collaborative), Ability to work under pressure.
- Software Skill : Microsoft Office (Word, Excel, Powerpoint) , Adobe Photoshop, Wordpress, Canva, Foxit Reader, Corel Draw, Visual Studio Code, Xampp Adobe Reader, Adobe Premiere Pro, Adobe Illustrator, Adobe After Effect, dll.