



Jihan Azzahro Maulani

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Profile Summary

Information Systems undergraduate with strong adaptability, willingness to learn, and excellent communication skills. Experienced in video editing, content creation, and administrative data management from freelance work and an internship. Highly motivated to develop professional skills and contribute to team goals with dedication and attention to detail.

Education

Pamulang University

August 2025 – Present

Bachelor of Information Systems

SMK Tridaya Bekasi

2021 - 2024

Studied basic accounting, bookkeeping, taxation, and practiced financial transaction recording using accounting software.

Experience

Freelance – Video Editor & Videographer

August 2024 – December 2024

- Edited and optimized video content for social media using CapCut and Canva.
- Captured high-quality video footage according to client needs.
- Enhanced storytelling and applied visual effects to improve audience engagement.

Intern – Ministry of Communication and Digital Affairs

June 2022 – September 2022

- Performed accurate data entry for official documents.
- Supported administrative and documentation workflows.
- Assisted in organizing, updating, and maintaining data for interdepartmental needs.

Skills

Hard skill

- Microsoft office (Microsoft word, excel, & powerpoint)
- Editing (Capcut & Canva)

Soft skill

- Problem solving
- Communication
- Creative Thinking
- Adaptability

Languages

- Indonesia (Native)
- Inggris (Basic)