Jordan Izha Al Ayubi

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SUMMARY

A proactive and organized D-4 Informatics Engineering student at Universitas Airlangga with a strong interest in administration. Experienced in organizational and committee activities that have honed skills in management, teamwork, and attention to detail. Proficient in Microsoft Office and committed to making the best contribution to the company's operational smoothness.

EDUCATION

Universitas Airlangga — D4 Teknik Informatika   **Aug 2023 - Present**
- **Study Focus:** Web development, creative media, and documentation.
- **Activities:** Active in the Informatics Student Association (HIMA) as the Head of the Interest and Talent Division (PMB).

SMA Negeri 1 SUBOH, Situbondo   **May 2020 - Apr 2023**
- **Activities:** Active in the organization as the Chairman of the Basketball Extracurricular, responsible for administration and activity coordination.

SKILLS

- **Office Administration:** Proficient in managing documents, archiving, and handling correspondence
- **Videography:** Skilled in shooting and editing video documentation for campus events and social media content. Proficient with CapCut and Adobe Premiere software.
- **Microsoft Office:** Highly proficient in operating Microsoft Word, Excel, and PowerPoint for report generation, simple data analysis, and presentations.
- **Web Development:** Capable of building responsive website front-end interfaces using HTML, CSS, and React.js, with a foundational knowledge of back-end development with Node.js.
- **Mobile APK Development:** Able to build mobile-based applications using Flutter.
- **Database Management:** Proficient in using SQL with MySQL to efficiently manage and manipulate data.
- **UI/UX Design:** Experienced in designing intuitive and functional user interfaces using Figma, with a focus on a good user experience.
- **Professional Skills:** Possesses effective communication skills, organized time management, and the ability to work solidly within a team to achieve common goals.

WORK EXPERIENCE & PROJECTS

- **Head of Interest and Talent Division (PMB),** HIMA Informatics, Universitas Airlangga (2023 - Present)
- **Event Staff,** Inter-Departmental Engineering Cup Committee
- **Field Coordinator Staff,** Informatics Engineering Community Service Committee in Mojokerto
- **Media Staff,** Perisai Diri Satria Airlangga Cup Committee
- **Equipment Staff,** TEKNOFISTAFEST Committee (National Web Design Competition for University and School Students)
- **Equipment Staff,** Guest Lecture Committee (Public seminar on AI)
- **Equipment Staff,** INISIALISASI Committee (Study Orientation and Campus Introduction for Informatics Engineering Students)
- **Consumption Staff,** Tapak Suci Airlangga Championship Committee
- **Chairman of Basketball Extracurricular,** SMAN 1 SUBOH

VISION, MISSION & GOAL

- **Vision:** To become a reliable and efficient administrative professional, capable of making a real contribution to supporting the smoothness and order of the company's operations.
- **Vision:** To become a reliable and efficient administrative professional, capable of making a real contribution to supporting the smoothness and order of the company's operations.
- **Goal:** To actively contribute to the administrative team at PT. Gabungan Perusahaan Karet Indonesia by mastering all existing work procedures and helping to improve the efficiency of the company's administrative processes.

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Cari lowongan   Lihat profil   Sumber daya karir   Jelajahi perusahaan   Komunitas   Baru   文ᴀ Bahasa ∨   Jordan Izha ∨   Untuk perusahaan

PT TIRTA TEKNOSYS

Information Technology

PT Tirta Teknosys ⊘   ★ 4.0 3 ulasan · Lihat semua lowongan kerja

⊙ Jakarta Selatan, Jakarta Raya

⊟ Meja Bantuan & Dukungan IT (Teknologi Informasi & Komunikasi)

⊕ Full time

⊕ Tambahkan gaji yang diharapkan ke profil untuk menambah wawasan

Posted 12 jam yang lalu • Pelamar sangat banyak

Lamaran Cepat   Simpan

Uraian Pekerjaan :

1. Menerima, memprioritaskan dan menyelesaikan permintaan bantuan dari karyawan terkait IT jika terjadi masalah (Troubleshoot)
2. Instalasi, perawatan dan penyediaan dukungan harian baik untuk hardware & software, aplikasi, peralatan termasuk printer, scanner, hard-drives external, CIC (create, install dan configuration) email dll
3. Mengurusi, mengoperasi, maintain, dan perawatan jaringan LAN maupun WAN, manajemen sistem, backup dan perlindungan data
4. Memonitor dan memastikan semua CCTV bekerja dengan baik, seperti di Head Office, Gudang, dan Cabang
5. Berhubungan dengan penyedia jasa eksternal termasuk Internet Service Provider, penyedia jasa Email, hardware, dan software supplier, dll
6. Pengecekan Koneksi Internet
7. Restore / Back up Data Server
8. Perawatan serta pengisian *Refill Toner Printer* dan penggantian tinta low cartridge toner
9. Memastikan service server Primary Domain Controller dan data file sharing berfungsi
10. Mampu Mengelola database perusahaan menjadi sebuah system dashboard

Indikator Keberhasilan :

1. Melakukan *script repository* dan *incremental backup* setiap minggunya
2. Jaringan komputer, kebutuhan software dan hardware end user telah terinstall dan dapat digunakan
3. Mampu dengan cepat melakukan tindakan troubleshooting pada jaringan, software dan hardware
4. Kesiapan sistem/infrastruktur yang efektif dan efisien serta data terproteksi maksimal

Kriteria :

1. Pendidikan Minimal SMK/D3 Sederajat(Teknik Jaringan/Informatika)
2. Pengalaman Minimal 1 tahun dibidang yang sama
3. Pelatihan IT Support, dan management keamanan data (Security)
4. Pengetahuan dan ketrampilan   :Instatalasi Operating system, Troubleshoot PC & Laptop/Note Book Troubleshoot Network, Komunikasi
5. Menguasai Multimedia, Adobe Photoshop, Canva (lebih disukai)

Pertanyaan dari perusahaan

Lamaran kamu akan mencakup pertanyaan-pertanyaan berikut:

· What's your expected monthly basic salary?
· Which of the following types of qualifications do you have?
· How many years' experience do you have as an Information Technology Role?

Surabaya, September 19, 2025
Attn: HRD Manager
PT. Gabungan Perusahaan Karet Indonesia (GAPKINDO)

In place

Dear Sir/Madam.

Based on the job vacancy information I obtained through the JobStreet platform, I am writing to apply for the position of Administration Staff at PT. Gabungan Perusahaan Karet Indonesia (GAPKINDO).
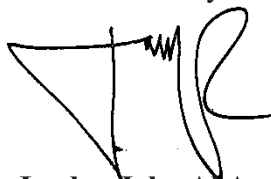
I am Jordan Izha Al Ayubi, a graduate of the D-4 Informatics Engineering program at Universitas Airlangga, with a strong interest and relevant experience in administration and organizational management. My technical education background has accustomed me to working in a structured, logical, and detail-oriented manner.

I am highly proficient in operating Microsoft Office software (Word, Excel, PowerPoint) for data processing, report generation, and other office administration needs. This skill is supported by my experience as an Extracurricular Chairman, where I was fully responsible for administration, document management, and team coordination. I am accustomed to working both independently and collaboratively in a team, as I have done in various committee activities on campus.

I am confident that with my organizational skills and attention to detail, I can make a positive contribution to your company's administrative team. For your consideration, I have attached my Curriculum Vitae (CV) with this letter.

I sincerely hope to be given the opportunity to proceed to the next selection stage and further explain my potential and qualifications. Thank you for your time and consideration.

Sincerely

Jordan Izha Al Ayubi