



MALA NURWITA

085894429317 | malanurwita18@gmail.com | linkedin.com/in/malanurwita

Tangerang City, Banten, 15510

Fresh Graduate of Public Administration with specific concern in Public Management.

Professional Experience

PT. Bisma Aero Sejahtera - Tangerang City, Indonesia

Feb 2021 - Apr 2021

Staff Internship at Human Resources Department

A service provider company that focuses on providing manpower in the aviation industry, especially in the field of aircraft maintenance.

- Coordinate employee attendance data PT Bisma Aero Sejahtera.
- Assisting the process of employee recruitment PT Bisma Aero Sejahtera.
- Archived documents of employee PT Bisma Aero Sejahtera.

BAPPEDA Kota Tangerang - Tangerang City, Indonesia

Aug 2020 - Oct 2020

Staff Internship at Secretariat Bappeda Kota Tangerang

Government regional technical institutions in the field of research and development planning.

- Entering data employee Bappeda Tangerang City through the application of BPSDM Tangerang City.
- Re-operating website of Bappeda Tangerang City.
- Archived documents of secretariat Bappeda Tangerang City.

Education

Diponegoro University - Semarang City, Indonesia

Aug 2017 - Mar 2021

Bachelor Degree in Public Administration, 3.83/4.00

- Staff of Student Welfare of HMJ Administrasi Publik 2018
- Staff of Event Division for Seminar Nasional Publikisme 2018
- Secretariat General for Publik goes to Public 2018

SMAN 7 Kota Tangerang - Tangerang City, Indonesia

Jul 2014 - May 2017

Social Science, 83.00/100.00

- Staff of Research and Development at MPK SMAN 7 Kota Tangerang

Organisational Experience

Publikisme 2018 - Semarang City, Indonesia

Oct 2018 - Nov 2018

Staff of Event Division

- Planning and organizing the theme of national seminar for Publikime 2018
- Planning and controlling the schedule of national seminar for Publikime 2018

HMJ Administrasi Publik - Semarang City, Indonesia

Aug 2017 - Apr 2018

Staff of Student Welfare

- Informing to Public Administration student about scholarships and job vacancies
- Informing and Helping to Public Administration student about related academic and student affairs
- Recruited Intern Staff for Student Welfare Division

Skills, Achievements & Other Experience

- **Skills** (2020): Sertifikasi Dasar-Dasar Analisis Kepegawaian from IPAKRI Cabang Provinsi Jawa Tengah
- **Achievements** (2021): Received a honor as Summa Cum Laude from Diponegoro University
- **Achievements** (2019): Received a PPA (Peningkatan Prestasi Akademik) Scholarship
- **National Seminar** (2018): "Perencanaan Pembangunan dan Pencapaiannya" from Diponegoro University
- **National Seminar** (2017): "Melawan Patologi Birokrasi melalui Meritokrasi" from Diponegoro University
- **National Seminar** (2020): "Progress Toward the Sustainable Development Goals and Climate Change in Southeast Asia and Asean" from Diponegoro University
- **Training** (2017): Managerial Leadership Training from Diponegoro University