

Welcome to my website portfolio!

About Me:

I am a dedicated professional with diverse experiences in administrative roles and technical information. Currently, I work as an Honorary Assistant Secretary at PENGADILAN NEGERI DEPOK in Depok, Jawa Barat, where I have been gaining valuable skills since July 2022. In this position, I am responsible for a range of tasks, including filling out leadership worksheets, performing basic bookkeeping activities, planning and organizing meetings or conferences, and maintaining company documents in both physical and digital formats. I am also proficient in organizing and providing various required documents.



Education:

I am pursuing a Bachelor's Degree in Technical Information at Universitas Pamulang in Pamulang, Tangerang Selatan, with an expected graduation date in September 2026. Throughout my studies, I have developed a solid foundation in programming languages, particularly HTML, CSS and Javascript.

As a beginner in C++, I am capable of writing and maintaining application programming code according to accredited quality standards. I have hands-on experience in running trials of application programs to generate desired information and possess the ability to revise, improve, and expand existing programs for enhanced operating efficiency.

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Prior Experience:

Before my university studies, I completed my Undergraduate program in Office Administration at SMK Al-Basyariah in Bojonggede, Bogor. During this time, I gained practical skills in operating Microsoft Office applications, such as Word, Excel, and PowerPoint. I also have experience in front office operations, English conversation, correspondence, and archiving.

Organizational Experience:

I served as a Secretary for OSIS (Student Council) in Bogor from January 2019 to January 2022. In this role, I was responsible for providing facilities and other secretarial infrastructure. I collaborated closely with the Chairman to sign exit papers and prepared detailed reports on organizational activities.

Skills and Achievements:

I possess a wide range of soft skills, including effective communication, networking, problem-solving, and time management. These skills have been instrumental in my professional growth and success. Additionally, I have strong written and verbal communication skills and am confident in delivering presentations. I am proficient in operating Microsoft Office applications, handling email systems, and have a good understanding of common operating systems.

Other Experience:

In 2022, I completed a course on Talent Management Strategies, further enhancing my skill set and knowledge in this area. etc.

Thank you for visiting my website portfolio. I am eager to utilize my skills and experiences to contribute to the success of your projects and endeavors. Feel free to explore my portfolio and reach out to me for any further information or collaboration opportunities.

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