

ABOUT ME

I am a creative, meticulous, and adaptive individual with experience in manufacturing, IT, and organization. Accustomed to working in a structured manner, managing data, and developing digital designs. Currently studying Information Systems to deepen my technology and administration skills. I am ready to contribute in the field of UI/UX Design and office administration with high dedication and result orientation.

WORK EXPERIENCE

CV. HMJ | Freelance Invoice Administrator

August 2023 - Present

Active as a Freelance Invoice Administrator with the task of creating and checking invoices for payment submissions, ensuring the completeness and accuracy of data according to company administration procedures.

PT. Yamaha Music Manufacturing Asia | Operator Mechanical Parts

June 2023 - December 2024

Operate Habashiage and NC Fraise machines, set and adjust dimensional parameters, and handle abnormal conditions on the machine. Measure key dimensions to ensure product quality. Active in Kaizen Teian and Anzen Teian activities to improve work efficiency and safety. In addition, involved as Technical Staff with the task of supporting the improvement of production processes and development of work areas.

PT. Gogarmen | Web Content and Design Support

March 2023 - May 2023

Manage and customize content on existing websites, including text layout and visual elements to ensure an attractive, neat, and user-friendly appearance according to company directions.

PT. Chandra Nugerah Cipta | Operator Assembling

August 2022 - February 2023

Perform marking, balancing, assembly, and quality checks on motorcycle steering handles according to company operational standards.

EDUCATION

Bina Sarana Informatika University | Faculty of Informatics Engineering

Information System | September 2022 - Present

Information Systems students who are interested in data management, system development, and digital design. Accustomed to working in a structured, thorough, and adaptive manner to technological developments. Currently actively developing skills in administration, web design, and basic UI/UX.

State Vocational School 2, Bekasi City | Computer and Network Engineering

July 2019 - June 2022

Computer and Network Engineering graduate with a strong foundation in computer networking, hardware installation, basic programming, and system troubleshooting. Accustomed to working with LAN/WAN network installations, device configurations, and understanding the basic principles of network security.

SKILLS

- Data Management
- UI/UX Design
- Web Content and Basic Web Design
- Microsoft Office (Excel, Word, PowerPoint)
- Figma and Canva
- Administrative Support and Invoicing

CERTIFICATIONS

- Internet Of Things
- Database System
- Fullstack Microsoft Excel Basic
To Advance
- User Experience Design
- Figma For UI/UX Design

AWARDS

- Best Anzen Teian
In March 2024
- The Most Kaizen Teian
In October 2024