



# KHONSA JAHRO NABILA PUTRI WIJAYA

+62 8173-84141 | khonsawijaya@gmail.com

Jl. Slamet Riyadi No.129, Kartasura, Sukoharjo, Jawa Tengah

Jl. Bendungan Nawangan No.3, Sumbersari, Lowokwaru, Malang

I am currently pursuing a Bachelor's degree in Computer Science at Brawijaya University, maintaining a strong academic record. With experience in organizational and committee roles and customer service, I have honed skills in business communication, office administration, data processing, web design, and photo/video editing for marketing activities.

## Education

Aug 2022 -

**Brawijaya University** - Malang, Jawa Timur

*Bachelor Degree in Computer science*

## Experience

september 2019 - juli 2023

**Waitress - RM. Ayam dan Bebek Goreng Bu Laksono** - Surakarta, Jawa Tengah

Tugas dan Tanggung jawab :

- **Manage orders and delivery** : process orders from customers, prepare ordered items, and arrange delivery to customer addresses.
- **Manage finances** : record income and expenses, manage payments to suppliers, and make financial reports.
- **Preparing and Arranging Products** : Responsible for preparing food and beverages ordered by customers and arranging them to match the order.

## Organizational Experience

2018 - 2022

**Treasure - MTs PPMI Assalaam yearbook committee**

- Bookkeeping of receipts, expenses, and payments of organizational finances
- Make periodic financial statements
- Lead and attend meetings related to financial management

**Class Representative - SMAN 7 Surakarta yearbook committee**

- Contribute to planning and drafting end-of-year books and conditioning class members
- Interceding between committee members and class members

2022 - 2023

**Vice Deputy of Documentation and Design - DEBUG FILKOM UB**

- Designing the event design according to the concept and Event theme
- Working with other divisions related to design, photo and video editing in the form of publication content on social media
- Document event activities during the event

**Staff of equipment - PKKMB FILKOM 2023 and INFINITE 2022**

## Skills

**Software** : Microsoft Office, Email Administration (outlook/ mailchimp), Microsoft excel, Design Editing (figma).

**Language** : Indonesian Language (Native), English Language (Conversation)