



# PETRUS HANDIKA

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I am a potential and reliable Information Systems student. I am highly interested in gaining work experience in the field of Information Technology. I have previous experience as an Administrative Staff. I am highly adaptable to new environments and work well within a team.

## WORK EXPERIENCE

**PT Mikrotek Zemiro Indonesia – South Jakarta**  
*Administrative Staff*

January 2023 – June 2023

PT Mikrotek Zemiro Indonesia is a professional IT solutions company based in Jakarta, Indonesia. Our goal is to collaborate personal needs with technology and provide tailored solutions to drive businesses forward. We specialize in offering consulting services for Website Development, Custom Web Applications, Multimedia, and Content Creation. Our services are built using WordPress platform and frameworks, incorporating the necessary management systems required by businesses. Get to know Mikrotek Zemiro Indonesia and experience the power of technology in shaping your business.

- Responsibilities :
- Managing and organizing company documents and records, ensuring their security.
  - Handling internal and external communication, including calls, emails, and messages.
  - Managing office inventory and ensuring the availability of necessary supplies.
  - Assisting in the planning and execution of company events.
  - Assisting with financial tasks such as processing invoices and managing payments.
  - Maintaining confidentiality and security of sensitive information and documents.
  - Collaborating with the development team to add new features or modify the website's appearance.
  - Performing regular maintenance and troubleshooting on WordPress websites to ensure smooth and optimal performance.
  - Monitoring and optimizing website performance, regularly updating and managing website content, as well as enhancing web design through mockups using Figma.

## EDUCATION

**Gunadarma University – Depok**  
*Information Systems Student : 3.67/4.00*

**Regina Caeli – Bogor Regency**  
*Natural Sciences : 3.20/4.00*

July 2017 – June 2020

## ORGANIZATIONAL EXPERIENCE

- Colour Run Event – Bogor Regency**
- 2018 - 2020
- Socializing and coordinating with all members of the student council (OSIS) for activity planning.
  - Analyzing the physical material requirements for event execution to create activity programs.
  - Implementing and overseeing the continuity of activities.
- Open House Regina Caeli – Bogor Regency**
- 2019 - 2020
- Designing and coordinating the continuity of activities.
  - Participating, attending, and representing in the basketball open house sports competition.
- Christmas Eve Event – Bogor Regency**
- 2019 - 2020
- Chairperson and responsible for Christmas fundraising.
  - Obtaining approval from the school foundation chairman for event organization.
  - Carrying out activities involving the sale of services and food for Christmas fundraising.
  - Designing and implementing the event rundown.

## SKILLS, AWARDS, AND OTHER EXPERIENCES

- **Technical Skills** : Micosoft Office, HTML, CSS, Wordpress, Figma, and MySQL
- **Interpersonal Skills** : Communication, Teamwork, Critical Thinking, Time Management, and Leadership
- **Interests** : Sports and Playing Music
- **Certifications** : 3rd Place in Regina Caeli Basketball Tournament, Microsoft Excel Intermediate, Microsoft Excel Advanced, Web Design, UX Writing, User Interface Design, and Proficient in Database Creation
- **Languages** : English