

PUTRI AISYA

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SUMMARY

An active fourth-semester undergraduate Management student with experience in administration, finance, and operations. Skilled in budgeting, event planning, and daily financial management. Adaptable, collaborative, and committed to supporting time efficiency and goal achievement.

EXPERIENCE

Finance and Operations Assistant — Samudera Store (Family-Owned Business)	2020 - Present
<ul style="list-style-type: none">Handled daily financial transactions and prepared financial reports.Oversaw budgeting and operational expenses.Monitored inventory and cash flow to ensure profitability.Conducted market research and developed marketing strategies to boost sales.	
Election Committee (KPPS – Local Election Organizing Group)	February 2024
<ul style="list-style-type: none">Managed voter administration and compiled vote-count reports.Ensured smooth election procedures in accordance with regulations.Worked closely with team members to maintain accuracy and transparency.	
INational Celebration Committee (PHBN)	June-August2024
<ul style="list-style-type: none">Organized event rundowns and managed the required budget.Prepared technical needs and promoted events through social media.Ensured smooth and successful event execution.	
Campus Expo Committee	January2024
<ul style="list-style-type: none">Created event rundowns and coordinated logistical needs.Handled social media promotion to attract participants.Managed event execution from planning to wrap-up.	
Regional Student Organization – Lamongan Student Association	2023 - Present
<ul style="list-style-type: none">Organized cultural introduction events to strengthen regional identity among students.Led coordination of community-building programs to enhance student engagement.	

EDUCATION

University of Trunojoyo Madura	2023 - Present
Bachelor's Degree in Management	