

# Raisha Najma A.



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## Summary

I'm currently enrolled as an undergraduate student in Informatics Engineering at UIN Syarif Hidayatullah Jakarta. I always manage to keep my goals and task organized and always curious about learning something new and gain more skills. I also interested in programming, project management, communication and skills development.

## Experience



### General Treasurer

HIMTI UIN Syarif Hidayatullah Jakarta

May 2022 - Present (2 months +)

As a general treasurer i have responsibilities to manage financial of HIMTI UIN Jakarta with the amount of cash balance 32+ million rupiahs, financial controlling in 25+ projects, analyze and create report for the accountability to all Informatics Engineering UIN Jakarta students.



### Communication and Engagement Manager

AIESEC in UIN Jakarta

Feb 2022 - Present (5 months +)

My responsibilities as Communication & Engagement Manager :

- Manage relations with university and stakeholders intra campus
- Maintain BoA purposeful relations for AIESEC in UIN Jakarta
- Maintain 50+ alumni relations
- Maintain AIESEC in UIN Jakarta legalisation
- Maintain relations with government



### Project Management Office

M-Knows Consulting

Feb 2022 - May 2022 (4 months)

My responsibilities as Project Management Officer :

- Identifying and developing projects (including methodology, standards, etc.)
- Coordinating communication across departments
- Monitoring project standards, policies, procedures, etc.



### Member Under Probation

AIESEC in UIN Jakarta

Oct 2021 - Feb 2022 (5 months)

My responsibilities as Member Under Probation was to fulfilled all the probation checklist for 4 sub functionals (Outreach, Business Development, University and Governance Affairs, and Digital Publication). I passed the probation with 380 / 353 points.



### Head Of Public Relations

## Beri Peran

Sep 2021 - Jan 2022 (5 months)

Beri Peran is social media based education as well as free space of discussion that raises focus on gender equality, mental health, and various social issues.

My responsibilities as a Head of PR :

- Manage and keep my staff to keep on track
- Send and receive email that relates to partnership in certain event
- Find and manage potential partner / media partner for events that was initiated by Beri Peran



## Public Relations Internship

Ruang Internasional

Sep 2021 - Nov 2021 (3 months)

My responsibilities as Public Relation Intern :

- Manage email account of Ruang Internasional
- Create caption for Ruang Internasional's event on Instagram
- Communicate with Ruang Internasional event's participants
- Be the contact person for Ruang Internasional's event



## Public Relations Staff

Beri Peran

Apr 2021 - Sep 2021 (6 months)

My responsibilities as Public Relation Staff :

- Contact and asking potential social media to promote Beri Peran's content
- Respond to all messages that relates to partnership



## Graphic Designer

Beri Peran

Dec 2020 - Mar 2021 (4 months)

My responsibilities as Graphic Designer :

- Create content for instagram account
- Decide color palette & font that fits the content for certain period of time

## Education



### Universitas Islam Negeri Syarif Hidayatullah Jakarta

Engineer's degree, Informatics

2020 - 2024

Majoring in Informatics Engineering faculty of Science and Technology.

GPA : 3.64



### SMAN 11 Kota Bekasi

Senior High School , Science

2017 - 2020

## Licenses & Certifications

 **Web Development Path (Node.js)** - Progate

 **Dasar Pemrograman JavaScript** - Dicoding Academy

Issued May 2022 - Expires May 2025

53XE0E35RXRN

 **Dasar Pemrograman Python** - Dicoding Academy

Issued May 2022 - Expires May 2025

2VX312WNVZYQ

## Skills

Public Relations • Program Management • Communication • Event Management • Google Workplace