GILANG RAMADHAN

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Administrative Staff | Administrative Support | Office Administrator

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Motivated Bachelor of Computer Science graduate with expertise in data management, office administration, and basic web programming. Experienced in handling administrative documentation, data entry, and operational reporting with high accuracy and efficiency. Proven organizational skills as Event Coordinator of HIMA TI Anniversary, involving over 200 participants. Skilled in using Microsoft Office, Google Workspace, and basic ERP/SAP systems.

EDUCATION

Universitas Kuningan   **November 2020 – May 2025**
Bachelor of Computer Science | GPA: 3,49

WORK EXPERIENCE

Administrative Assistant - Koperasi Produsen Cahaya Pintu Nusantara   **July 2025 - Present**
- Prepared meeting minutes and reports with 98% on-time completion.
- Conducted member data entry and validation with 99% accuracy, ensuring information reliability.
- Supported administrative coordination and daily cooperative operations with strong attention to detail.

Admin Support - Perumda Air Minum Tirta Kamuning   **December 2023 – August 2024**
- Managed and archived customer administrative documents and water usage reports with 98% timeliness accuracy.
- Performed data entry and updates in the internal information system with 99% data accuracy.
- Assisted in preparing monthly operational and service reports in a systematic and timely manner.

Admin Project (Web Developer) - TB Saluyu Mekar (Project Internship)   **April 2023 – July 2023**
- Managed project documentation and ensured timely completion according to the project schedule.
- Prepared comprehensive project reports with 95% data accuracy and consistency.
- Developed and presented final internship presentations based on project data to academic examiners.

CERTIFICATIONS

- **Excel Bootcamp Project** : Sales Dashboard & Data Visualization – Karirnex (2025)
- **Uniku English Proficiency Test (UEPT)** : Score 483 - Intermediate (2024)
- **Microsoft Office for Office Staff** : Skill Academy (2024)
- **HTML5 Application Development** : Certiport (2023)

SKILLS

Soft Skills

- **Microsoft Office Suite** (Word, Excel, PowerPoint)
- **Google Workspace** (Docs, Sheets, Forms, Drive)
- **SAP / ERP Systems** (Basic) Data Entry & Report Management
- **Data Management & Archiving**
- **Basic Web Tools** (HTML, PHP, JavaScript, MySQL)

Hard Skills

- **Communication** : Strong ability to deliver ideas and information clearly.
- **Team Collaboration** : Proven through organizational and project-based teamwork.
- **Problem Solving** : Analytical thinking to identify and resolve administrative issues efficiently.
- **Adaptability** : Quick to adjust to new systems and dynamic work environments.
- **Attention to Detail & Time Management** : Consistently achieves accurate and timely results.