

# SATRIA ARDAN WICAKSONO

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## PROFESSIONAL SUMMARY

I am Satria Ardan Wicaksono, an Accounting graduate who is currently pursuing a Bachelor's degree in Information Technology at Mercusuar University. My growing skills in accounting and IT helped me explore how technology can improve financial analysis and organizational efficiency. I want to learn more and continue to find creative ways to overcome challenges. With a strong interest in IT, I aim to develop the skills needed to support strategic decision making and contribute meaningfully to any team I join.

## KEY SKILLS

Software Tools | Pricing and Budgeting | Social Media Planning | Social Media Analysis | Project Management | Marketing Automation | Web Development | Programming | Team Leadership

## TECHNICAL SKILLS

Compiling Status Reports | Microsoft Excel | HTML | CSS | JAVASCRIPT | PHP | SQL | Cisco | Accurate | C++ | Borland C++ | Visual Studio Code | Microsoft Visual Basic

## EDUCATION

### Vocational High School in Accounting

Tridaya Vocational High Schools | Jakarta

Jun 2020 – May 2023

- Proficient in preparing and analyzing financial statements, including balance sheets, income statements, and cash flow statements.
- Skilled in recording financial transactions, reconciling accounts, and managing ledgers.
- Experienced with accounting software and tools such as [e.g., Microsoft Excel, Accurate, MYOB] for financial analysis and reporting.
- Developed strong communication skills and the ability to work effectively in a team environment.

**Final Grade/GPA:** 84/100

### Bachelor of Information Technology

Mercusuar University | Jakarta

Aug 2023 – Present

- Studied various programming languages (such as PHP, SQL, Javascript, C++) and software development techniques..
- Gained knowledge in database concepts, schema design, and SQL for data management.
- Attended lectures and absorbed material presented by professors on theory and practical aspects of IT.

## Projects

- |   |      |
|---|------|
| • BIKERS2USED ( <i>E-commerce Website</i> )             | 2023 |
| • BACKDOORZ ( <i>Hotel Booking Website</i> )            | 2023 |
| • MAZEGAME ( <i>Visual Basic Game Project</i> )         | 2023 |
| • PHYSCHOOLS ( <i>Educational Website for Physics</i> ) |      |
| • LA VAGUELETTE ( <i>Marketing Website</i> )            | 2024 |

**Current GPA:** 3.5/4.0

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## WORK EXPERIENCE

### Public Relations | Badan Narkotika Nasional (BNN) | Jakarta

Feb 2022 – Mar 2022

As an intern at the National Narcotics Agency with the Public Relations division for 3 months. I gained various kinds of experience being responsible for managing communications between the organization and the public. And I also have experience in processing data using Microsoft Excel and Microsoft Power Point, and have experience in how to maintain good relations with the public in writing and verbally.

- Capturing the social media of each main branch and sub-branches throughout Indonesia.
- Serving complaints from branches on the island of Java and outside Java.
- Maintaining positive relationships with journalists and media to ensure the organization's news is covered favorably.
- Crafting communication strategies to handle crises or issues that might impact the organization's reputation.
- Successfully resolved more than 50 public complaints within the stipulated time, with a satisfaction rate above 90%.
- Increase BNN social media engagement by 65% during the internship period by optimizing content that is more relevant and interactive.

### Sales Marketing | PT Smartfren Telecom Tbk | Jakarta

July 2023 – Nov 2023

As a contract employee with the Sales Marketing division at PT Smartfren Telecom Tbk for 5 months, it has resulted in experience for me in terms of marketing and sales in accordance with the targets given by the company, and trained me in speaking with good words and how to market. which is good so that other people want to buy my product. I did not get many technical skills from being in Sales Marketing, but I acquired key skills that will be invaluable for my future career..

- Negotiating terms and pricing with clients to secure sales agreements.
- Meeting with potential clients to understand their needs and tailor solutions to meet those needs.
- Building and maintaining relationships with existing clients to foster loyalty and repeat business. .
- Developing content for various marketing materials such as brochures, websites, social media, and advertisements.
- Achieving 120% of the average monthly sales target, increasing sales of main products in the regions I handle.
- Built and maintained relationships with 30+ clients, resulting in 80% contract renewals for promoted products.
- Creating marketing plans and campaigns to promote products or services.

### Crew Store | PT Sumber Alfaria Trijaya Tbk | Jakarta

Jan 2024 – Apr 2024

As a contract employee in the Crew Store position at Alfamart for 4 months, I gained valuable experience in customer service and store operations. This role taught me how to assist customers efficiently, handle their inquiries and complaints professionally, and manage transactions accurately. Additionally, I developed skills in stock management, including receiving and organizing merchandise, restocking shelves, and maintaining inventory levels. My responsibilities also included ensuring the store's cleanliness and setting up promotional displays.

- Handle customer inquiries and resolve any complaints or issues in a friendly and professional manner.
- Process transactions at the checkout counter, including handling cash, credit/debit card payments, and providing accurate change.
- Greet customers warmly as they enter the store.
- Successfully increased weekly sales of promotional products by 80% with more attractive product display arrangements.
- Keep the store clean and organized, including sweeping floors, cleaning shelves, and maintaining tidy displays.
- Achieve a customer satisfaction level of 95% through friendly and professional service, based on customer satisfaction surveys.
- Reducing customer waiting time at the checkout by 75% through more efficient queue management and improving cashier skills.

# SATRIA ARDAN WICAKSONO

## CERTIFICATIONS

### ACCOUNTING TRAINING CERTIFICATION

Accounting | Badan Pusat Pelatihan Jakarta Timur (P2KPTK2) 2021

### INTERNSHIP CERTIFICATION

Public Relations | Badan Narkotika Nasional (BNN) 2022

### ACCOUNTING TRAINING CERTIFICATION

Accounting | Badan Pusat Pelatihan Jakarta Timur (P2KPTK2) 2022

### CERTIFIED ACCOUNTING COMPETENCY

Accounting | Badan Nasional Sertifikasi Profesi (BNSP) 2023

## ORGANIZATION

### OSIS | Organisasi Siswa Intra Sekolah (*Student Council*)

Disciplinary Secretary | Tridaya Vocational High Schools | Jakarta Dec 2021 – Jan 2023

- Enforced school rules, resulting in a 70% increase in student compliance.
- Led disciplinary campaigns, reducing rule violations by 75%.
- Organized regular student assemblies to emphasize the importance of discipline.
- Collaborated with teachers to address recurring behavioral issues.
- Developed and implemented strategies that promoted a culture of respect and responsibility.

## INTERESTS

Photography | Basketball | Pop Songs | Coding | Editing | Videography | Writing