

TRIA AGUSTIN NINGRUM



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Jl. I Gg. F2 Percetakan Negara, Rawasari,
Cempaka Putih, Jakarta Pusat

SUMMARY

Graduated from Bina Sarana University, majoring in Computer Science with GPA 3.85. Have experience as admin consignment and purchasing staff. Keen to pursue a career in Information and Technology, particularly in data processing and administration. Has programming and analytical skills, is open to learn new things and a fast learner. Highly adaptable and able to work under pressure

EDUCATION

SMA Negeri 30 Jakarta

2018 - 2021

Math & Science

Graduated with final score : 82.90

Universitas Bina Sarana Informatika

2021 - 2025

Computer Science

Graduated with GPA 3.85/4.00

EXPERIENCE

Dinas Kebudayaan DKI Jakarta

Agustus 2024 - November 2024

Bidang Pengembangan (Internship)

- Assisted in preparing documents and attending audit meetings for ISO 270001 certification.
- Assisted with administrative tasks such as recording mails, and make spreadsheet to summarize social media messages, news about Dinas Kebudayaan, and Podcast Budaya's Topics.
- Assisted in organizing events such as Podcast Budaya and FGD: Strengthening Partnerships for the Advancement of Jakarta Culture.

K3Mart (Head Office)

Admin Consignment (FnB)

2025

- Create contracts, addendum, and web access for new vendors
- Extending vendor's website rent and assist them if there are problems
- Process Stock Opname's data from each store and adjust the stock in the system
- Manage and create monthly summaries for vendor's data and stock adjustment data
- Communicate with Finance regarding payments related to vendor such as sales payment or rental fees

Staff Purchasing (FnB)

2025

- Create pre-order (PO) for goods sent directly to the store and ensure goods arrive at the store on time
- Processing sales and stock data in the store and conducting analysis for PO
- Stock in and stock out goods in the store, as well as monitoring the stock system
- Create promotions and ensure the promotions run well

SERTIFICATE

- CISCO MikroTik MTCNA by CISCO Networking Academy 2024
- Certificate of Competency in Software Development Program Analysis 2024
- TOEFL by Lembaga Bahasa with score 537 2025

KEAHLIAN

- **Hard Skill:** Programming (Python, PHP, CSS, MySQL), Microsoft Office (Word, Excel, Power Point, Access), Data Analysis (Power BI, RapidMiner, KNIME), MikroTik, Math, and Statistics.
 - **Soft Skill:** Adaptive, Fast Learner, Multitasking, Detail Oriented, Communicative, Honest and Diligent, Critical Thinking, Collaborations and Cooperations.
 - **Languages:** Bahasa (Fluent), English (Reading, Writing, Speaking).
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