

Bagus Aidan Narendra

Business Analysis | Operational Monitoring | Quality Assurance Support | Process Improvement



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Professional Summary

Economics graduate with experience in business analysis, operational support, and reporting through internships at Telkom Indonesia and BAPPEDA Kota Depok. Skilled in data analysis, operational monitoring, process improvement, and documentation management to support business efficiency and compliance processes. Experienced in coordinating cross-functional activities, preparing reports, and supporting workflow evaluation to ensure operational accuracy and process alignment. Detail-oriented, adaptive, and capable of working effectively in dynamic environments with strong analytical, coordination, and problem-solving abilities.

Core Competencies

- Business Analysis • Compliance • Support Data Reporting & Analysis • Documentation Management • Operational Coordination • Analytical Review • Problem Solving • Stakeholder Coordination • Attention to Detail • Reporting & Evaluation
- Administrative Support

Professional Experience

Business Analyst Intern - Telkom Indonesia

Mar 2025 – Aug 2025

- Collaborated with cross-functional teams to support the development of cybersecurity services and operational workflows.
- Conducted market and competitor research on 10+ business references to identify business opportunities and support strategic planning initiatives.
- Prepared analytical reports and presentations for management to support business evaluation and decision-making processes.
- Assisted in improving business processes, reporting workflows, and operational documentation to support efficiency and process compliance.
- Supported operational monitoring and reporting activities to ensure workflow alignment and documentation accuracy.
- Contributed to process improvement initiatives that reduced report generation time by 10%.

Data and Volunteer Staff - Rumah Bersama Relawan

Juli 2024 – Des 2024

- Managed and organized participant and activity data using Microsoft Excel.
- Maintained accurate records and documentation for reporting purposes.
- Assisted in preparing administrative reports and data summaries.
- Supported coordination of operational activities and data tracking.

Administrative Assistant - BAPPEDA Kota Depok

Jan 2021 – Mar 2021

- Supported administrative and regional development planning activities across multiple departmental functions.
- Monitored and recapped budget realization data for 5+ administrative reports.
- Maintained and organized 50+ operational and planning documents to ensure documentation accuracy and proper record management.
- Assisted coordination and operational support activities to improve administrative efficiency within the department.
- Supported reporting and documentation review processes to maintain operational compliance and workflow organization.

Education

Bachelor of Economics – Monetary Economics, Universitas Diponegoro (2019 – 2023) | GPA: 3.44 / 4.00

- Led academic project teams consisting of 4–6 members and delivered data-driven analysis presentations.
- Contributed to research initiatives related to economic and financial analysis.
- Actively involved in student organizations to strengthen leadership and coordination skills.

Organizational Experience

KESMES FEB Undip

Head of HR Division (2021)

- Led a team of 3–5 members and executed 3 major annual events with 100+ participants.
- Co-supervised DESIGN 2021 Competition involving 100 participants and 20 finalists.

HR Staff (2020)

- Assisted recruitment processes, event organization, and administrative coordination activities.

PMK FEB Undip

Head of Procurement Division (2022)

- Managed procurement planning and logistics coordination for organizational events involving 100+ participants.

Procurement Staff (2021)

- Assisted inventory management and vendor coordination to support event operations efficiently.

Languages

- Bahasa Indonesia – Native
- English – Professional Working Proficiency
- Japanese – Basic