



AJENG CANIA PUTRI

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SUMMARY

Information Systems graduate from the Indonesian University of Informatics and Business (UNIBI), with professional experience in outsourcing management, financial administration, and business digitalization strategies. Proficient in data analysis, system planning, and machine learning. Possesses strong analytical and problem-solving skills, with a focus on leveraging technology for business efficiency.

WORK EXPERIENCE

Head of Administration (PKWT), PT Karya Alam Mandiri	Oct 2024 - Present
- Prepared 7 documents and billing reports to service providers each month. - Managed BPJS Kesehatan (National Health Insurance) and BPJS Ketenagakerjaan (Workers' Social Security) administration. - Managed incoming and outgoing company mail. - Archived "over 500 employee records." - Communicated with coordinators in each department regarding needs and issues that occurred in the field.	
Financial Administration (Internal Assignment), PT Karya Alam Mandiri	Oct 2025 - Jan 2026
- Managed employee attendance tracking for all staff members. - Processed monthly payroll and handled salary computations. - Managed and processed payments for BPJS Kesehatan (National Health Insurance) and BPJS Ketenagakerjaan (Workers' Social Security). - Distributed monthly wages and payroll to "over 100 employees."	
Data Analyst Internship, Asset Management, Edelweiss Hospital	Oct 2023 - Jan 2024
- Analyzed and monitored hospital asset data. - Assisted in asset tracking and report preparation. - Supported data accuracy and performance evaluation for asset management.	
Barista, Titik High Coffee Roastery	Jun 2022 - Oct 2022
- Delivered high-quality customer service and managed efficient beverage preparation. - Handled cash transactions and maintained inventory records. - Ensured cleanliness and operational standards of the coffee bar.	
Administrative Staff, Zone Printing	Jan 2022 - May 2022
- Processed customer orders and managed daily administrative tasks. - Organized digital and paper documents for efficient workflow. - Assisted in basic accounting and report preparation.	
Cashier Staff, Donat Madu Cihanjuang - Arcamanik Branch	Oct 2019 - Feb 2021
- Managed daily sales transactions and ensured accurate cash handling. - Provided friendly and efficient customer service. - Maintained cleanliness and display of the cashier area.	

EDUCATION

Bachelor of Information Systems	Graduated Feb 2026
Indonesian University of Informatics and Business	
- Major in Information System. - Thesis "Application of LSTM with Activation Functions for Predicting Apple's Highest Stock Prices (2015-2024)"	

ORGANIZATIONAL EXPERIENCE

Secretary, HIPMI PT UNIBI

Oct 2020 - Oct 2021

- Managed official correspondence, administrative documentation, and organizational records.
- Coordinated meeting schedules, prepared meeting minutes, and facilitated internal communication among members.
- Supported the executive board in organizing events, programs, and administrative workflows.

Head of Research and Development Division, HIPMI PT UNIBI

Oct 2021 - Oct 2022

- Led division members in conducting strategic research, brainstorming, and planning for organizational programs.
- Evaluated the performance of ongoing initiatives and provided data-driven recommendations for improvement.
- Designed and managed programs focused on developing members' entrepreneurial skills and business knowledge.

Staff of Research and Technology Department, BEM

Oct 2022 - Oct 2023

- Researched, gathered, and curated up-to-date information regarding scholarship opportunities for students.
- Managed content publication and shared academic resources across the campus's official Instagram and social media platforms.
- Assisted the department in executing technology-related programs and supporting student information services.

ADDITIONAL INFORMATION

- **Technical Skills:** Information Systems Analysis, Business Process Mapping, Data Analysis, Machine Learning (Python), Microsoft Office (Word, Excel, Power Point, Digital Transformation Strategy, Social Media Management, Administrative and Financial Reporting.
- **Languages:** Indonesian (Native), English (Intermediate).