

ADIRA NURAENI

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SUMMARY

I am a Final-Year Sharia Banking Student at UIN Syarif Hidayatullah Jakarta with hands-on experience in administrative and HR Generalist support roles. Skilled in document control, payroll assistance, BPJS data management, and financial reporting. Proficient in Microsoft Excel and Google Sheets, with strong attention to detail and organizational skills. Adaptable, reliable, and eager to grow in administrative and human resource functions.

WORK EXPERIENCE

Administrative Asisstant | Internship | BJB Syariah KCP Ciputat

Jan 2025 - Feb 2025

- Supported daily administrative tasks, including document archiving and systematic filing.
- Assisted in preparing and organizing customer forms and related documentation.
- Gained understanding of sharia banking workflows and operational processes
- Developed strong attention to detail in managing sensitive and confidential documents.

Staff Accounting | Freelance | CV Solusi Usaha Bersama

Oct 2025 - Dec 2025

- Assisted in Preparing financial reports by recording transactions from bank statements into journals and general ledger
- Performed bank reconciliation to ensure accuracy of financial data

Administrative/ HR Generalist | Contract | De Latinos Cluster Bahamas Resort

Dec 2025 - Present

- Managed office administration and operational documentation, including recording community service fee payments and processing resident move in/ move out permits
- Handled building and renovation permit documentation and maintained organized records.
- Monitored employee attendance, leave records, and payroll administration including BPJS employment processing.
- Managed petty cash, office supplies, invoices, and receipts
- Compiled monthly and annual financial reports to support management decision-making

EDUCATION

Bachelor Of Sharia Banking
Undergraduate Student-Bachelor Of Sharia Banking
Faculty Of Economics and Business

Sept 2022 - Present

GPA: 3.82/4.00

ORGANIZING EXPERIENCE

Student Body President | SMAS Dua Mei

Nov 2020 - Oct 2021

- Led and supervised the execution of organizational programs and school events
- Coordinated cross-divisional activities to ensure effective collaboration and goal achievement.
- Developed leadership, communication, and problem-solving skills through organizational management.

Head Of Social and Creative Economy Department | HMPS Perbankan Syariah

Mar 2024 - Jun 2025

- Supervised and evaluated the performance of department members.
- Organized social initiatives aimed at strengthening community engagement and humanitarian awareness.
- Managed creative economic programs to support organizational fundraising efforts.

Secretary Coordinator Of Media and Communication Bereau Kopri Komfeis	Dec 2024 - Jun 2025
• Ensured effective coordination and workflow among team members. • Managed and developed content for social media platforms. • Created media materials and wrote copy to support communication and promotional strategies.	

COMMITTEE EXPERIENCE	Nov 2021 - Apr 2022
Yearbook Treasure SMAS Dua Mei	
• Managed financial planning and budgeting for the school yearbook publication. • Monitored income and expenses to ensure accurate financial reportin	
Event Secretary Of BEC Day Kopri Komfeis	Jul 2024 - Jul 2024
• Recorded meeting minutes and documented event discussions. • Assisted in handling event administration and coordination.	
Secretary Coordinator Equipment Division PBAK Fakultas Ekonomi Bisnis	Jul 2024 - Augst 2024
• Managed and monitored inventory of event equipment and supplies. • Recorded meeting minutes and maintained administrative documentation. • Coordinated logistics to ensure smooth execution of event activities.	

SKILLS	
Office Administration Software	
• Microsoft Word – document, letter, and report preparation • Microsoft Excel – basic formulas, report summaries, and tables • Microsoft PowerPoint – professional presentations	
Interpersonal & Work Skills	
• Effective team collaboration • Strong time management and organizational abilities	