

MUNAUWAROH

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A sixth-semester Applied Business Administration student with a **GPA of 3.88**. Skilled in operational administration, product marketing, logistics management, and financial reporting. Experienced in **managing business projects, utilizing digital promotional media, preparing income statements, and handling official document administration**. Detail-oriented and efficient, ready to contribute in the fields of Marketing, Finance, Administrative Officer, or Human Resources.

EDUCATION

Jakarta State Polytechnic

July 2023 - Now

Business Administration | Applied Business Administration

- First place in the Business Administration Competition (BAC) in the Meeting Planning category.
- Third place in the International Business Administration Competition (IBAC) in the Business Plan category.
- Third place in the Business Administration Competition (BAC) in the Business Plan category.
- Received the Outstanding Student Certificate for the fall semester of 2023.

INTERNSHIP EXPERIENCE

Accounts Receivable - PT Bumen Redja Abadi

July 2025 - January 2026

- Handle accounts receivable for 30 insurance partners through billing platforms such as Merimen and BengkelNet.
- Manage and record PPh 23 payments and accounts receivable payments on the company's internal website.
- File billing documents such as purchase receipts, work orders, and tax invoices.

COMMITTEE EXPERIENCE

Secretary Staff - Kaleidoskop 2025

March - June 2025

- Managed over 10 administrative documents and official letters for the organization's internal and external needs.
- Drafted and distributed over 15 meeting minutes accurately and on time to ensure effective information flow.
- Coordinated the daily schedules for 30 committee members to ensure event operations ran according to plan.

Event Staff - Masinis Terapan 2025

December 2024 - February 2025

- Developed a structured three-day event schedule to ensure the smooth running of all activities.
- Coordinated with 49 committee members during the event to effectively achieve our shared goals.
- Developed and presented various innovative ideas to ensure the success of the event.

Coordinator of Design and CC - PEMIRA AN 2024

October 2024 - February 2025

- Improved the reach of PEMIRA AN 2024 content through social media optimization.
- Successfully reached up to 60% of the non-follower audience through engaging and relevant content strategies.
- Led and collaborated with a 5-member division team to ensure effective teamwork.
- Managed Instagram content, including feed posts and videos, using tools such as Canva and CapCut.

Master of Ceremony - PEMIRA AN 2024

October 2024 - February 2025

- Communicate effectively with the general public to convey information clearly and engagingly.
- Manage the execution of events with more than 50 participants in a structured and conducive manner.
- Coordinate the organization of both online and in-person events as part of the comprehensive 2024 AN Student Election series.

Sponsorship Staff - SEMINAR ABT 2024

June - November 2024

- Collected data and contacted over 200 potential companies for event sponsorship.
- Drafting and managing partnership agreements (MoUs) with sponsors in a professional manner.
- Establishing and negotiating partnership agreements with various sponsoring companies.
- Successfully securing partnerships with 10 sponsoring companies as official event partners.
- Optimizing fundraising through sponsorship strategies and business funding (danusan) to support the sustainability of the event.

PROJECT

Internship Project: Scheduling System - PT Bumen Redja Abadi

September 2025 - January 2026

- Design and automate driver work schedules using VBA macros in Microsoft Excel to improve scheduling efficiency.
- Record and manage at least 4 trip schedules per workday to ensure smooth operations.
- Estimate trip costs, duration, and driver requirements to improve planning efficiency.

Pipe Pop Gangs Workshop Organizer

September - December 2025

- Guided participants to 100% success in completing flower buckets independently.
- Coordinated with 3-5 team members to ensure the event ran on time and according to plan.
- Collected and processed participant feedback with an 80% response rate to improve the quality of the workshop.

Project Based Learning - Mozatto.id

February - July 2025

- Led a team of four in developing marketing analyses, preparing financial statements, drafting business licensing procedures, and conducting inventory segmentation for Mozatto products.
- Coordinated the creation of digital content (Feeds & Reels) using Canva and CapCut, as well as Meta Ads simulations targeting an audience aged 18–30.
- Successfully generated over 470 sales during the first three months of business operations.
- Tracked sales cash flow and prepared financial statements, including income statements, cash flow statements, and balance sheets.

Project Based Learning - Kibot Chips

October 2024 - January 2025

- Created and scheduled promotional content on Instagram and TikTok, increasing the engagement rate by approximately 30% within two weeks.
- Set up and optimized WhatsApp Business features, including the product catalog, quick replies, and auto-responses to speed up customer responses.
- Prepared product proposals for 5 souvenir shops.
- Calculated financial projections for the SME for the next 12 months, including sales forecasting, break-even point (BEP), and linear programming.
- Implemented VBA macros to develop a revenue and expense tracking system for Kibot Chips.

SKILL

Technical Skill: Microsoft Excel (Pivot Table, VBA Macro, Basic Excel), Word (Mail Merge, Descriptive Data Visualization), Editing (Canva dan CapCut), Meta Ads, Odoo, TikTok Ads, Google Site, Wordpress, NCH system, Google Analytic

Non-Technical Skill: Communication, Public Speaking, Problem Solving, Leadership, Time Management.

Language: English (Intermediate)