

NADHIRA AINNAYA PRAMASWARI

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PROFILE SUMMARY

Detail-oriented Agribusiness student with proven expertise in high-volume data management and administrative operations. Successfully processed and labeled 500+ daily data points for media monitoring purposes, and managed administrative workflow for a 22-member team including drafting 50+ official correspondences with 100% on-time approval rate. Proficient in Microsoft Office and Google Workspace.

EDUCATION

UIN Syarif Hidayatullah Jakarta

September 2019 – present

Bachelor of Agribusiness, Faculty of Science & Technology | GPA: 3.66/4.00

PROFESSIONAL EXPERIENCE

Kompas Gramedia

Media Monitoring Intern

April 2026 – present

- Processed and labeled 500+ daily data points across print, online, and social media platforms using Kompas Monitoring Dashboard, classifying each entry by topic category and sentiment to ensure accurate client media analysis.
- Maintained data accuracy for multiple corporate clients including PT Petrosea Tbk (PTRO), PT Summarecon Agung Tbk, and PT Alam Sutera Realty Tbk by reviewing and classifying daily news articles and social media posts across corporate, competitive, and industry monitoring categories.
- Processed historical social media data for PT Petrosea Tbk (PTRO) covering the December 2025 reporting period, classifying 900+ accumulated entries across 5 platforms (X: 260+, TikTok: 280+, YouTube: 360+) to ensure complete and accurate monitoring records.
- Managed high-volume monitoring for PT Summarecon Agung Tbk and PT Alam Sutera Realty Tbk's news divisions, processing 300–500+ daily entries per client across corporate, competitive, and industry categories — with total accumulated entries exceeding 2,000+ per client.

Sekolah Tara Salvia

Learning Facilitator for “Pagi Seru”

August 2025 – present

- Planned and documented 8+ monthly structured activity programs using Google Docs, coordinating approval with vice principal prior to each session execution.
- Maintained attendance and participation records for 40+ students per session using systematic documentation processes, ensuring data accuracy and minimizing reporting errors.
- Coordinated with vice principal and school secretary for activity approvals, material preparation, and post-session evaluation — ensuring smooth administrative and operational workflow across all sessions.

Integrated Laboratory Center, UIN Syarif Hidayatullah Jakarta

Teaching Assistant – Plant Science Practicum

March – June 2023

- Coordinated laboratory preparation for 20–30 students per session based on practicum module guidelines, ensuring on-time execution with zero operational delays.
- Delivered procedural briefings to 20–30 students per session covering laboratory protocols, safety standards, and report submission requirements including format guidelines and designated submission channels.
- Conducted preliminary evaluation and grading of practicum reports for 20–30 students per session using standardized assessment criteria, inputting scores as primary reference for final lecturer review.

Tukangkebun.id

General Staff (PKL)

September – October 2022

- Conducted pre-delivery quality inspections on 50+ ornamental plants based on company standards, checking for physical defects to ensure product quality prior to customer delivery — resulting in zero customer complaints throughout the internship period.
- Compiled inventory documentation using Microsoft Excel and Google Sheets to support accurate stock tracking and purchasing decisions.
- Conducted supply chain analysis through direct interviews with staff, documenting findings in a structured report for academic submission.

KKN 116 UIN Syarif Hidayatullah Jakarta

Secretary

May – August 2022

- Managed end-to-end administrative workflow for a 22 member team using Microsoft Word and Google Drive, ensuring structured documentation and timely submission of all program requirements.
- Drafted and distributed 50+ official correspondences in compliance with university formatting standards, achieving 100% on-time approvals from supervisors and local institutions.
- Collected, consolidated, and standardized weekly reports from 22 members for 4 consecutive weeks, then uploaded finalized submissions to the university's official KKN reporting platform — ensuring timely and accurate record-keeping.
- Compiled and formatted a 100+ page final program report following institutional template standards, ensuring full compliance with university reporting requirements.
- Portfolio: <https://shorturl.at/ghcbk>

LEADERSHIP & ORGANIZATIONAL EXPERIENCE

LSO Ilalang Agribisnis

Distribution Division Member

April 2022 – April 2023

- Supported Instagram content distribution for LSO Ilalang Agribisnis by uploading scheduled content in coordination with research and design teams throughout a 12-month period.

Training Organization Platform 2021, UIN Syarif Hidayatullah Jakarta

Committee Member

June 2021

- Coordinated participant registration, attendance tracking, and event rundown for a student orientation program, and co-developed case studies for organizational management training sessions.

ADDITIONAL INFORMATION

Languages: Indonesia (Native) | English (Basic Working Proficiency)

Hard Skills: Microsoft Office (Word, Excel, PowerPoint) | Google Workspace (Docs, Sheets, Drive, Gmail) | Canva (Basic)

