

KIKI NUR AZ ZAHRA



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Management graduate with proven experience in **Marketing Administration** and corporate operations. **Successfully managed** administrative support for **12 marketing personnel** across 3 teams at PT Novell Pharmaceutical, while **handling end-to-end ERP processing, sales reporting, and cross-functional coordination**. Previously optimized general administration at Telkom Indonesia, **managing employee data and vendor relations**. A national business competition finalist with a strong foundation in analytical thinking, workforce coordination, and modern project tools (ClickUp, ERP). **Eager to leverage these operational and interpersonal strengths** to drive efficiency in HR and Administrative roles.

Education

Universitas Katolik Parahyangan – Bandung, Indonesia Sept 2022 – Jan 2025
Associate Degree of Company Management – GPA (3,79/4.00)
Related Cousework :
Administration | Business Development | Financial Management | HRGA Management | Project Managemen | Operation Management

Work Experience

- Marketing Administration (*Maternity Leave*) – PT. Novell Pharma Labs, Bandung Sept 2025 – Feb 2026
- **Led operational and administrative support for 12 marketing personnel** divided into 3 strategic teams to ensure seamless sales activities.
 - **Managed sales databases and prepared precise periodic reports**, ensuring 100% on-time delivery for all process submissions.
 - **Accurately processed high-volume financial requests via the ERP system**, including entertainment expenses, up-country business travel, and sales incentive claims.
 - **Optimized cross-functional coordination** regarding attendance, document compliance, and systematic archive management (both digital and physical).
- General Internship by Magenta – PaDI UMKM by PT. Telekomunikasi Indonesia, Bandung Feb 2025 – July 2025
- Updating and managing Purchase Order (PO) data to ensure accuracy and smooth administrative processes.
 - Creating and developing letter templates based on the company needs to support professional business communication.
 - Communicating with sellers or vendors regarding purchase transactions, including negotiations, order confirmations, and follow-ups on shipments.
- HR Administration Internship – Tenaga Kependidikan Universitas Katolik Parahyangan, Bandung June 2025 – Feb 2025
- Managing and developing social media content to strengthen organizational culture by creating engaging and informative posts.
 - Handling administrative tasks and data management related to faculty further studies, including document verification, data entry, and ensuring compliance with institutional policies.
 - Overseeing, optimizing, and ensuring accuracy in managing faculty professional membership fees, including payment processing, record-keeping, and resolving any discrepancies.
 - Managed archival administration by reviewing and processing documents with accuracy, including scanning and verifying records for 500 employees out of 800 employees.

Organization and Volunteer Experience

- Himpunan Mahasiswa DIII Manajemen Perusahaan – Bandung, Indonesia April 2024 – Dec 2024
Secretary
- Forum Pendidikan Tinggi Vokasi – Bandung, Indonesia May 2024
Administration Staff
- ACFFEST (Anti Corruption Festival) – Bandung, Indonesia May 2024
Laison Officer

Achievements and Honors

Finalist Business Plan Competition Olimpiade Vokasi Indonesia at Universitas Hasanuddin Makassar	July 2024
Finalist Blue Economy Idea Universitas Katolik Parahyangan, Bandung	Nov 2023
Scholarship Awardee the Biggest GPA (3 Semester included) Universitas Katolik Parahyangan, Bandung	2024 - 2025

Boothcamp and Certifications

Boothcamp – Human Resources (May 2024) – Markplus Institute [HR Certificate](#)

Certification – TOEFL ITP (May 2024 – May 2026)

Skills

Tools	: Microsoft (Office, Excel, Power Point), Google Service (Slide, Docs, Form, Spreadsheet) , Click Up, ERP
Soft Skills	: Analytical Thinking, Problem Solving, Adaptive, Decision Making, Communication
Languange	: Indonesian (Native), English (Intermediate)