

INDAH AENUN NADILA

indah.ainun07@gmail.com | 081312057818 | <https://www.linkedin.com/in/indahaenunnadila>

Bachelor of Management graduate with strong interest in Human Resources (Talent Acquisition & HR Operations), Business Operations, Administration, Data Analytics, and Project Management. Possesses strong analytical, communication, and organizational skills, with proven ability to coordinate cross-functional activities, manage administrative processes, analyze data, and support efficient business operations while maintaining effective time management and attention to detail.

TECHNICAL SKILL AND STRENGTH

- HR Operation & Administrative Management
- Business Operations & Process Improvement
- Project Planning & Execution
- Database Management & Data Reporting
- Talent Acquisition & Recruitment Coordination
- Strong Analytical & Problem Solving
- Data-Driven & Detail-Oriented
- Team Coordination & Communication
- Adaptable in Fast-Paced Environment
- Data Analysis (Advanced Excel: Pivot, XLOOKUP)
- Time Management & Organizational Skill

EDUCATION

Universitas Pembangunan Nasional Veteran Jawa Timur – Surabaya Aug 2021 – June 2025

Bachelor of Management, GPA 3.89/4.00

- As a presenter at the national seminar SCALE (Scholarly Conference on Business Analytics & Management), 2025
- Completed a thesis on the impact of workload and motivation on organizational commitment among non-civil servant employees, applying quantitative analysis and human resource management concepts to identify factors influencing employee engagement and retention.

WORK EXPERIENCE

CV Rizky Guna – Subang, West Java

E-commerce Specialist

June 2025 - Now

- Optimized marketplace operations (Shopee & TikTok), improving operational efficiency by **30%**.
- Increased sales volume to **450+** kg per month, contributing to approximately **40%** revenue growth.
- Analyzed sales and inventory data, reducing stockout incidents by **30%** and improving stock planning.
- Prepared and maintained financial and operational reports

Surabaya Department of Population and Civil Registration – Surabaya, East Java

Administrative Assistant

Feb 2024 – July 2024

- Processed **20+** administrative service cases daily, ensuring data accuracy and compliance.
- Managed and consolidated **2,000+** population records, achieving 100% completion of the KALIMASADA project.
- Prepared documentation and reports to support program administration and stakeholder coordination.

PT Indo Career Sejahtera – Surabaya, East Java

Project Management Freelancer

Aug 2023 – Sept 2024

- Manage databases for **20+** clients and consolidated **120+** competency documents for analysis readiness.
- Resolved customer issues and maintained service quality.
- Conducted quality control on **10+** documents and assessment outputs daily.
- Analyzed performance data and contributed to process improvements that increased operational efficiency by **30%**.

ORGANIZATION EXPERIENCE

Reasoning and Creativity Student Activity Unit (UKM) – Surabaya, East Java

Education and Social Affairs Division

May 2021 – June 2024

- Led **6** divisions and coordinated program execution for **360+** participants, managing team operations and stakeholder communication.
- Led the UKM EXPO 2022 project, resulting in **250+** new member registrations and an **80%** increase from the previous year.
- Coordinated onboarding activities for **120** new members, enhancing participant engagement and organizational integration.

Reasoning and Creativity Student Activity Unit (UKM) – Surabaya, East Java

Campaign Project Coordinator

Dec 2022 – March 2024

- Led a CSR project with **80+** participants and external partners, coordinating the planting of **600** mangrove seedlings.
- Coordinated community engagement programs involving **30+** participants.
- Managed partnerships with **25** sponsors and **12** communities for event execution.
- Facilitated **4** events with **200+** participants, strengthening community branding.