

Galang Ananda Saktiawan

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PROFESSIONAL SUMMARY

Fresh Graduate of Informatics Engineering from Raharja University with a strong interest in administrative operations and data management. Combines a technical background in data analysis, system logic, and digital tools with a high level of detail-orientation, organization, and administrative proficiency. Skilled in streamlining workflows, managing documentation, and ensuring operational efficiency through digital solutions. Highly adaptable, methodical, and eager to apply structured thinking and technical capability to support daily administrative functions and business operations.

EDUCATION

Bachelor of Informatics Engineering | 2021 - 2025

Raharja University

- Relevant Coursework: Web Development, Database Management, Software Engineering, UI/UX Design, Data Analysis, Programming, Computer Networks
- GPA: 3.69

EXPERIENCE

PT Bank OCBC NISP Tbk | 2024 - 2025

Data Reporting Specialist

- Responsible for compiling, consolidating, and validating daily, weekly, and monthly operational reports to ensure data accuracy and integrity.
- Developed and maintained systematic report tracking systems to deliver timely insights and support management decision making processes.

PT. Primajaya Eratama | 2025 - 2026

Central Administration Officer

- Responsible for data entry, updating, and realization of completed production reports in accordance with procedures.
- Performed document scanning and systematic filing of production records.

PROJECTS

Company Profile Website

- Designed and developed a responsive company profile website with intuitive UI/UX using Figma, HTML, CSS, and JavaScript.
- Optimized performance for fast loading and cross-device compatibility (desktop, tablet, and mobile).
- Successfully deployed as the official company website.

SEO & SEM Optimization

- Implemented on-page SEO and SEM strategies on the company profile website to improve search visibility and organic traffic.
- Conducted keyword research and applied optimization techniques to strengthen the website's search engine ranking.
- Used Canva and Tailwind CSS as design references to maintain visual consistency and support the website's branding and marketing appeal.

TECHNICAL SKILLS

Microsoft Office
HTML, CSS, Javascript
UML (Unified Modelling Language)

Figma
Canva