



TIRANI SHABADILLA

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Jl. Duren Tiga, Pancoran, Jakarta Selatan

Currently spearheading General Affairs at PT ESSA Industries Indonesia Tbk, my role involves actively managing office logistics and vendor communications, ensuring seamless operations. Our team's commitment to efficiency is evident in the successful implementation of new workstation layouts and meticulous asset tracking, reflecting our collective drive for excellence. With a foundation in Management Record and Archive from the University of Indonesia, I'm expanding my expertise at BINUS University, focusing on Business Management. My proficiency in database administration and Microsoft Office underpins my ability to deliver precise reports and facilitate essential services, from taxi voucher management to inventory controls. Embarking on this academic journey, I'm honing my public speaking skills, aiming to contribute more effectively to my team and grow within my industry.

Pendidikan

Binus University Online Learning - Jakarta Oct 2023 - Oct 2025 (Expected)

Bachelor of Management Business, 3.80/4.00

- Binus Online Learning offers highly flexible scheduling, allowing me to WFO in the office and accommodate overtime as needed.
- Learning marketing strategies, consumer behavior, and market analysis to design effective campaigns.
- Studying recruitment, training, and employee management to create a productive work environment.
- Discussing the importance of ethics in business and the company's responsibility towards society.
- Develop a strong understanding of business ethics and corporate social responsibility. Understand the important aspects of running and managing a business

Universitas Indonesia - Depok Jul 2020 - Jul 2023

Diploma in Management Record and Archive, 3.73/4.00

- Archival seminar panelists
- Accomplished final work assignment titled "Infrastructure and Facilities in Records Archive Storage at the Directorate of Narcotics National Board Republic of Indonesia " and presenting its content as one of the requirements to graduate. Received an A for my overall score this semester.
- Assigned in Database Practices course. Operating databases using localhost as its server with the help of Spyder (anaconda3) and Beekeeper Studio in managing as its SQL editor.
- Uploading an inventory of textual and new media archives. I also assembled the additional information on each item by researching in details about historical archives before compiling a list of metadata in Excel sheets.

Pengalaman Kerja

PT ESSA Industries Indonesia Tbk. - South Jakarta Oct 2023 - Oct 2024

General Affairs (Maternity Leave & Project Contract)

- Developed and implemented Standard Operating Procedures (SOPs) for the Gojek Corporation project, ensuring effective communication and socialization across all departments.
- Collaborated with the General Affairs (GA) Lead to create cleaning checklists and maintain asset inventory for new workstation layout projects.
- Facilitated the issuance of ID cards and parking permits in accordance with established protocols.
- Coordinated with Human Capital (HC) and GA vendors to manage procurement processes, including submitting purchase requests through Microsoft AX and handling invoices for the Finance & Accounting Department.
- Managed petty cash reporting and the approval process for GA invoices to ensure financial accuracy and compliance.
- Procured stationery and pantry supplies in compliance with company procedures, either directly or through vendors.
- Fostered effective communication and collaboration with the HC & GA team, including receptionists, office boys, and drivers.
- Managed the distribution and collection of office supplies for employees, ensuring timely availability.
- Compiled reports on taxi voucher usage by employees for better resource management.
- Processed insurance claims for both the director's vehicle and company-owned operational vehicles.

PT Digital Sawit Pro - South Jakarta Jul 2023 - Oct 2023

Data Validation - Internship

- Conducted thorough manual reviews and updates of WeightBridge data, ensuring accuracy and completeness.
- Integrated Jotform survey data into the database using VSCode and Postman, significantly enhancing data collection efficiency.
- Implemented robust validation and cleansing processes to maintain data integrity and uphold quality standards.

Badan Narkotika Nasional Republik Indonesia - East Jakarta Feb 2023 - May 2023

Administration - Internship

- Help manage and process over 100 emails for the receipt of incoming mail for the Directorate of Narcotics.
- Collaborated with superiors to organize attendance lists, set up meeting rooms, and operate presentation hardware during meetings.
- Digitized over 30 processed letters and systematically organized the physical documents in labelled folders for easy searching.

Kementerian Kesehatan Republik Indonesia - South Jakarta

Nov 2021 - Dec 2021

Document Controller Directorate General of Pharmaceutical

- Successfully executed the input of specific archives and documents according to provided guidelines.
- Managed the transfer of archive media and facilitated the scanning process to ensure efficient handling of physical archives.
- Compiled a comprehensive list of over 300 archives related to the UI Vocational Student Final Project (Tugas Karya Akhir/TKA).

Kementerian Kesehatan Republik Indonesia -

Jul 2021

Administrative Staff Directorate General of Public Health

- Sorted active records according to the letter classification code.
- Verified classification codes using the archive classification pattern book.
- Organized active records into archive folders based on a structured guide (primary, secondary, tertiary), successfully inputting over 200 entries into a spreadsheet.

Pengalaman Organisasi & Narasumber

Dewan Perwakilan Mahasiswa Vokasi UI

Jan 2022 - Jan 2023

General Treasurer

- Successfully generated monthly reports on the incoming and outgoing cash for DPM Vocational UI 2022, providing accurate and detailed financial insights.
- Skillfully prepared comprehensive cost budgets for DPM Vokasi UI, contributing to effective financial planning and resource allocation.
- Conducted meticulous reviews and validations of cost budgets submitted by Commissions and Divisions within DPM Vokasi UI, ensuring accuracy and alignment with financial goals and guidelines.

Dewan Perwakilan Mahasiswa Vokasi UI

Jan 2021 - Dec 2021

Finance Division

- Make a report on the incoming and outgoing DPM Vocational UI 2022 cash.
- Assisting in the search for collective cash funds by selling business funds every week.

Seminar Nasional Kearsipan Prodi Manajemen Rekod dan Arsip

Nov 2021 - Dec 2021

Panelist Staff

- As Contact Person Lecturer of Records and Archives Management Study Program for Applications to become a panelist.
- Checking the results of candidate winners of essay and infographic competitions.

Core Festivale Universitas Indonesia

Jul 2021 - Dec 2021

Person in Charge of Persuasive Drawing Contest

- Make SOP and Power Point about Persuasive Drawing competition.
- Become the contact person for the Persuasive Drawing competition

Pencapaian

- **Hard Skills:** Microsoft Office (Word, Excel, Power Point), Google Worskpace (Docs, Sheets, Slides), Srikandi, Microsoft AX,Canva, Outlook
- **Soft Skills:** Great at individual and teamwork | Excellent communication and presentation skills (written/verbal) | Ability to analytical thinking | Have a good time management skills | A good problem solver | Innovative | Leadership.
- **Interest:** General Affair, Quality Control, Human Resources, Procurement/Purchasing, Document Control, Marketing, Administrative.