

LULUK ROSYDAH



EDUCATION

SMA Negeri 1 Gondang - MIPA
Trunojoyo Univercity - Sociology
GPA: 3,47/4.00

CONTACT

WhatsApp: 0813-3533-8432
Email : lulukrosyDAH78@gmail.com
Instagram: luluu.rosyy____

📍 Waru, Sidoarjo Jawa Timur

SUMMARY

Fresh graduate in Sociology from Universitas Trunojoyo Madura with internship experience in administrative support at the Department of Social Affairs and organizational leadership experience. Skilled in document management, data administration, Microsoft Office, and communication. Highly organized, detail-oriented,

PROFESSIONAL SKILLS

- Administrative Support
- Communication
- Problem Solving
- Leadership and Organizational Management
- Language Indonesian, English
- Attention to Detail
- Teamwork
- Document Management

TECHNICAL SKILL

- Google Workspace
- Point of Sales (POS) System
- Microsoft Office (Word, Excel, PowerPoint)
- Document Management
- Canva (Basic)

PROFESSIONAL EXPERIENCE

Cashier MS Glow Bojonegoro

March 2022 – July 2022

- Processed cash and cashless transactions accurately using the POS system while ensuring smooth daily operations.
- Managed daily cash reconciliation, sales reports, and assisted with inventory control.
- Delivered excellent customer service and maintained high accuracy in transaction handling.

Administrative Intern – Family Hope Program (PKH) Department of Social Affairs (Dinas Sosial) Bangkalan

January 2024 – March 2024

- Assisted in administrative operations, document filing, and data verification
- Maintained accurate records and ensured proper document organization
- Supported report preparation while maintaining data confidentiality

Community Service Program (KKN) Universitas Trunojoyo Madura

June 2025- July 2025

- Assisted teachers with classroom administration and learning activities
- Prepared educational materials and coordinated daily classroom schedules
- Improved communication and organizational skills through community-based projects

PSHT Student Organization – Universitas Trunojoyo Madura

Period 2024-2025

- Coordinated administrative tasks and internal communication
- Organized meetings, managed event documentation, and supported program implementation
- Collaborated with team members to ensure operational efficiency