

SHAKILA AZ-ZAHRA

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SUMMARY

A dynamic support professional with experience in administrative and project operations. Proficient in document control, data processing, and compliance monitoring. Proven ability to enhance efficient execution and contribute to well-organized work environments across diverse settings. Seeking opportunities to drive strategic outcomes and grow professionally in support and operational-business roles.

EDUCATION

Universitas Terbuka

(Ongoing)

Bachelor's Degree in Communication Studies, GPA: 4.00 / 4.00

- Relevant Modules: Mass Communication, Public Speaking, Interpersonal Communication.

SMK Wikrama Bogor

Jul 2021 - June 2024

Administration & Office Management, Score: 88.22 / 100

WORK EXPERIENCES

Notaris & PPAT Emmy Bakri, S.H., M.Kn

Oct 2024 - Mar 2025

Notary Staff

- Engaged with 5–10 clients per month to understand needs and support seamless service delivery while maintaining relationship continuity.
- Organized multi-document project files with high accuracy, ensuring all required materials were complete for each stage.
- Coordinated with multiple stakeholders to monitor progress through required procedures and keep the process on schedule.
- Processed data in internal systems with high accuracy, ensuring compliant and reliable operations.
- Compiled monthly project reports and concise cost summaries for internal tracking and team planning.

PT Zalila Hasiba Arshiya

Feb 2023 - Jul 2023

Finance & Accounting Intern

- Generated and tracked 50+ financial submissions per month with precision, ensuring complete and timely documentation for approval.
- Calculated project budgets with clear cost breakdowns to guide resource allocation and support planning accuracy.
- Entered financial and property data with verified accuracy to keep records reliable for reporting.
- Managed archives of financial and property documents, keeping records organized and easy to retrieve.

PROJECTS & ORGANIZATIONAL EXPERIENCES

Independence Day Celebration

2021 - 2025 (Annual)

Community Event Committee

- Developed and executed annual event concepts, creating structured timelines that supported smooth preparation.
- Coordinated logistics and prepared materials and equipment for efficient event operations.
- Engaged with local committees and community donors to coordinate resources and secure permissions on schedule.

- Led 15–20 committee members and delegated responsibilities to maintain organized workflows and support team performance.
- Served as MC while guiding event activities, resolving on-the-spot issues, and engaging 50–60 participants.
- Managed post-event documentation and conducted evaluations to improve future event planning.

OSIS - MPR SMK Wikrama Bogor

Jan 2022 - Feb 2024

Student Council Commission Coordinator

- Engaged with 1,000+ students through the suggestion box system and student elections to collect actionable feedback for school management.
- Supervised and monitored 10+ annual student programs, ensuring proper execution and adherence to school guidelines.
- Led commission meetings of 10 team members, delegating tasks and tracking progress to achieve program objectives efficiently.

Wikrama Young Preneur School (Student Company)

Feb 2024 - May 2024

VP HRD of YoungYum Company

- Managed HR operations for a 15 member student business project, including attendance tracking, payroll processing, and performance evaluation.
- Led a 2-member HR team, overseeing workflow and preparing performance reports to monitor team progress.

Live Streaming Sales Workshop

Feb 2024 - May 2024

Project & Event Leader

- Led a 15-member team to plan, promote, and execute a workshop attended by 50+ participants.
- Coordinated logistics, budget, and vendor arrangements, ensuring smooth execution and exceeding participant targets by 20%.
- Oversaw promotion and engagement strategies, achieving full attendance and positive participant feedback.

LICENSES, TRAININGS, & CERTIFICATIONS

- Introduction to Digital Marketing (RevoU, January 2026)
- Operator Komputer Madya - Vocational School Graduate Academy (BPSDMP Jakarta, June 2024)
- Excellent Service Professional Training (Ikatan Sekretaris Indonesia, May 2024)
- Professional Administration (Badan Nasional Sertifikasi Profesi, April 2024)
- Test of English for International Communication/TOEIC (Educational Testing Service, September 2023)

SKILLS

Hard Skills: Microsoft Office, Canva, Google Workspace, Capcut, Trello.

Languages: Indonesia, English.