

DITA EKA SAFITRI S.Tr.M

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SUMMARY

Administrative professional with a background in Finance and Islamic Banking and experience in education administration, assessment operations, data management, documentation, invoicing, and coordination. Experienced in managing Cambridge English examination processes, coordinating exam centers and examination personnel, and handling administrative tasks accurately and efficiently. Organized, detail-oriented, adaptable, and able to manage multiple tasks under deadlines.

EDUCATION

D4 Finance and Islamic Banking

2020 – 2024

GPA : 3,44

PROFESSIONAL EXPERIENCE

Mentari Group – Assessment Administration & Operations Staff

June 2025 – Present

- Manage administrative operations for two Cambridge English exam centers covering Bali and Eastern Indonesia, including Surabaya, Yogyakarta, Makassar, Semarang, and surrounding areas.
- Handle end-to-end exam administration, including participant data, registration, exam preparation, score input, documentation, and certification.
- Coordinate exam schedules, Speaking Examiners, Invigilators, and exam centers.
- Prepare examiner fees, exam materials, administrative documents, and logistics.
- Serve as Examination Supervisor (SPV) and Invigilator during CEQ examinations.
- Manage correspondence, filing, data entry, invoices, reporting, and administrative coordination.

PT Formosa Cendikia Global - Publishing

August 2024 – May 2025

- Achieved publication targets by identifying and coordinating with authors interested in publishing academic journals.
- Coordinated the article review process to support the quality and originality of submitted manuscripts.
- Prepared articles according to journal templates and managed publication metadata, including titles, abstracts, and keywords.
- Maintained publication schedules and supported the regular release of journal issues.

Bank Sumut Syariah – Intern Administration

January 2024

- Managed and reviewed customer data to ensure completeness for account opening processes.
- Prepared employee salary budget calculations using Microsoft Excel.
- Organized inventory records and prepared supporting documents for priority customers.
- Retrieved and organized financing documents, including SHM, SHT, akad, and negotiation reports

ORGANIZATION EXPERIENCE

Program Studi Keuangan dan Perbankan Syariah - Research & Development Division

March 2023 – February 2024

- Supported the accreditation process of the study program by assisting with administrative and organizational activities.
- Collaborated with the External Relations Division to develop the “Volunteer HMPS Mengabdi” program.
- Served as Master of Ceremonies for academic and religious events, including Ihtifal, anniversary, and Maulid Nabi Muhammad SAW activities.

Rumah Internet – Community Service Volunteer

September – December 2024

- Supported the establishment and implementation of an education program in Kurandak Village.
- Participated in community initiatives focused on improving access to learning facilities, clean water, electricity, and community facilities.

Skills

soft skill

- Attention to Detail
- Time Management
- Communication
- Adaptability
- Multitasking
- Problem Solving

Hard skill

Microsoft Office, canva, Google Docs, QAS, Mentimeter, Invoice Administration, Reporting, Data Entry & Data Management

Bahasa

- Indonesian – Native
- English - Intermediate