

DAFTAR RIWAYAT HIDUP

TATSBITA FITRIA SARWONO

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Jl. Mirah Raya No. 26A RT005/RW002, Villa Mutiara, Kel. Sawah Baru, Kec. Ciputat, Kota Tangerang Selatan, Kab. Banten

I am an Information Systems student at Universitas Pembangunan Jaya, passionate about information technology. I have a solid understanding of information management, business analysis, and software development. With excellent communication, collaboration, and problem-solving skills, I contribute effectively to team projects. I approach work professionally, with discipline and a commitment to continuous learning, ready to contribute to the development of innovative and efficient information systems.

Work Experiences

PT. Tidar Globaly Ayomi - Ciputat, Tangerang Selatan Jun 2021 - Present
Finance

- Creating monthly financial reports for Founder
- Creating monthly invoices for clients

Goodmond - Jakarta Aug 2022 - Feb 2023
Business Development Intern

- Conduct market research to determine the appropriate business strategy.
- Successfully collaborated with 12 local brands to enlarge the market with various forms of cooperation
- Maintain relationships with partners
- Coordinate with other teams to support the needs of collaboration with partners.
- Create presentation materials to be presented during the meeting with partners in order to facilitate the delivery of collaboration proposals to the partners.

Pingtar - Jakarta Apr 2023 - Jun 2023
Sales and Partnership Intern

- Conducted intensive research on potential partners such as NGOs and prospective collaborators. This involved gathering and analyzing industry data, mapping collaboration opportunities, and identifying new partnership prospects.
- Assisted in organizing and coordinating meetings with potential partners to facilitate further communication in potential collaborations.

PT. Jaya Teknik Indonesia - Jakarta Jun 2023 - Sep 2023
IT Helpdesk/Odoo Data Migration

- Created a detailed flowchart for the modules within the Odoo system as a user guide for application users.
- Conducted data migration of over 100 datasets, including financial data, inventory orders, customer data, and other records, from the previous system into Odoo.
- Configured IP settings on all IT devices used by employees, including computers, printers, network devices, and other equipment. Ensured that all devices were properly connected to the network, optimizing network security and performance.

Education Level

Universitas Pembangunan Jaya - Tangerang Selatan
Bachelor Degree in Information System, 3.74/4.00

Organisational Experience

Himpunan Mahasiswa Sistem Informasi UPJ Aug 2022 - Jul 2023
Head of Public Relation Departemen

- Conduct controlling and supervision over divisions under the umbrella of the relations department, to ensure they can carry out their respective tasks.

Malam Keakraban SIF UPJ Sep 2022 - Jan 2023
Treasurer

- Manage the finances of Malam Keakraban 2023
- Maintain relationship with stakeholders and division

Great Innovation Day-HUB 2022 Nov 2021 - Jun 2023
Treasurer

- Manage the finances of Great Innovation Day-HUB 2022
- Maintain relationship with stakeholders and division

Himpunan Mahasiswa Sistem Informasi UPJ Aug 2021 - Jul 2022

Head of Public Relation Division

- Leading regular meetings of the public relations division
- Help the team compile HIMASIF weekly social media content
- Maintain good relations with various parties related to HIMASIF

Dakauri UPJ

Aug 2021 - Jul 2022

Head of Entrepreneurship Division

- Responsible for sourcing income streams, managing finances, and fostering the entrepreneurial spirit of Dakauri members through the sale of over 5 different types of products

PRIMA 2021

Mar 2021 - Jan 2022

Mentor

- Supervised the first-year student mentoring initiative on campus, impacting over 30 students.

Skills, Achievements & Other Experience

- **Achievements** (2022): Taking DQLab training learning "R Fundamental for Data Science" on July 2022
- **Soft Skills**: Public Speaking, Leadership, Team work, Critical thinking, Communication, Creative thinking, Presentation Skills, Copywriting
- **Hard Skills**: : Microsoft Office, HTML, CSS, SQL, Firebase, Canva, Figma, SDLC, Click Up, Oddo, Power BI, Tableau, Slack