

# ILHAM NUR SEPTIAN

ADMINISTRATIVE PROFESSIONAL | DATA MANAGEMENT SPECIALIST | GRAPHIC DESIGNER

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## PROFESSIONAL SUMMARY

Results-driven Administrative Professional with 2.5+ years experience in office administration, financial management, and system development. Proven track record of enhancing productivity through efficient administrative solutions. Expert in Microsoft Office, database management, and document control. Successfully developed internal apps to streamline workflows. managed complex financial transactions with 100% accuracy. Seeking roles as Administrative Officer, HR Assistant, or Document Control Specialist.

## CORE COMPETENCIES & TECHNICAL SKILLS

### Administration & Office Management

- Microsoft Excel - Advanced formulas, pivot tables, data analysis, macros
- Microsoft Word & PowerPoint - Professional documentation and presentations
- Data Entry & Database Management - High accuracy and speed
- Financial Administration - Transaction processing and reconciliation
- Document Control & Filing - Digital and physical archiving systems
- Report Generation - Comprehensive analytical reporting

### Technical & Digital Skills

- Adobe Illustrator - Vector graphics and logo design
- Adobe Photoshop - Image editing and manipulation
- Figma - UI/UX design and prototyping
- Data Analysis - Pattern recognition and insights generation
- Basic Programming - HTML, CSS, JavaScript fundamentals
- Dapodik System - Government education database management
- Digital Filing Systems - Cloud storage and organization

### HR & Documentation

- Employee File Management - Confidential record keeping
- Official Correspondence - Professional letter drafting
- Student/Staff Database Management - Comprehensive data handling
- Digital Archive Management - Systematic organization
- Compliance Documentation - Regulatory adherence
- Meeting Minutes & Documentation - Accurate record-keeping

### Professional Competencies

- Effective Communication - Written and verbal proficiency
- Problem Solving - Analytical and creative solutions
- Quick Adaptation - Fast learning and flexibility
- Customer Service Excellence - Professional stakeholder relations
- Team Collaboration - Cross-functional cooperation
- Time Management - Prioritization and deadline adherence
- Attention to Detail - Precision in all tasks

## PROFESSIONAL EXPERIENCE

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### Administrative Staff (Staff Tata Usaha) Sekolah Putra Batam | Batam, Indonesia

May 2023 – Present

- **System Development:** Built internal app streamlining admin processes, reducing processing time and boosting team productivity.
- **Financial Management:** Managed monthly tuition (BOP/SPP) for 500+ students with 100% accuracy in all records.
- **Document Control:** Handled full-cycle correspondence for stakeholders; maintained organized digital/physical filing systems.
- **Data Reporting:** Analyzed student data via Dapodik, ensuring compliance with national education standards.
- **Design Support:** Created professional materials for internal comms and school documents using Adobe Suite & Figma.
- **Communication:** Managed correspondence with parents, government agencies, and partners.

### Barista Arkana Coffee | Batam, Indonesia

Jan 2023 – May 2023

- Provided customer service to 50+ daily customers; managed inventory and stock control.
- Handled cashier transactions and EOD reconciliation with precision.

### Graphic Designer Sgedee Batam | Batam, Indonesia

Sep 2022 – Dec 2022

- Designed visual assets for digital/print media, ensuring brand consistency.
- Collaborated on innovative design concepts and marketing materials.
- Managed multiple projects simultaneously under tight deadlines.

### Runner Outline Coffee | Batam, Indonesia

Jan 2021 – Sep 2021

- Supported FOH/BOH operations in high-volume café.
- Coordinated with staff for meaningful order delivery; ensured cleanliness.

## FREELANCE PROJECTS

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### Freelance Graphic Designer Fiverr Platform | Remote

Oct 2021 – Dec 2022

- **Client Portfolio:** Delivered design services to diverse clients in F&B, retail, and tech.
- **Design Services:** Specialized in logos, branding, and social media graphics.
- **Success:** Completed 25+ projects with 5-star ratings; met all deadlines.

## EDUCATION

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### Vocational High School - Software Engineering

SMK Putra Batam | Batam, Indonesia

Graduated: 2019

**Relevant Coursework:** Programming Fundamentals, Database Management, Web Development, Computer Networking, Graphic Design

## KEY ACHIEVEMENTS

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- **Process Innovation:** Built app increasing admin efficiency.
- **Financial Accuracy:** 100% accuracy in financial transactions over 2.5 years.
- **Freelance Success:** 25+ projects with 5-star ratings and 100% satisfaction.