



# ANISA AWALIA

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Sukabumi, West Java

## ABOUT ME

5 years of experience as a Management Information System (MIS) Staff with expertise in large scale data management, validation, and data integrity. Skilled in improving efficiency through automation, excelling in time management, and achieving work targets. Proficient in Microsoft Office Word, Excel, Powerpoint, Google Sheets, and OJK SLIK system. Interested in administration, data management, and other roles that support operational efficiency and decision making.

## WORK EXPERIENCE

PT. Mitra Bisnis Keluarga Ventura Sukabumi, West Java  
Management Information System Staff (MIS) September 2018-January 2024

- Responsible for inputting customer installments and disbursements according to procedures, successfully processing more than 1,000 transactions with a high level of accuracy, and increasing operational efficiency by 30%.
- Skilled in analyzing disbursement eligibility through checking customer data using SLIK OJK, improving data accuracy by 95%, and supporting customer eligibility ratio to reach 100%.
- Experienced in checking daily and monthly journal vouchers to ensure accuracy according to procedures, as well as improving checking efficiency by 25% and accelerating report preparation through automated formats.
- Proficient in inputting data related to reschedule, write-off, moratorium, petty cash, cash book, fixed assets, and office rent with 99% accuracy to support the smooth operation of the company.
- Skilled at verifying data from the system and the field to ensure daily and monthly reports are completed on time, achieve 100% data synchronization, and provide an accurate basis for management's strategic decision making.

## EDUCATION

Nusa Putra University Sukabumi West Java  
S1 Management, GPA 3.65/4.00 September 2019-September 2023

- Scientific work publication project: The Effect of Risk Management Implementation on Financial Performance During the Covid-19 Pandemic (Case Study of Multifinance Companies Registered on the IDX). This research discusses the impact of risk management implementation on the financial performance of multifinance companies registered on the IDX during the Covid-19 pandemic, with a focus on the increase in bad debts due to business operational disruptions.

## ORGANIZATIONAL EXPERIENCE

Management Student Association Nusa Putra University  
Member September 2019-December 2020

- Actively participate in activities and events organized by the Management Student Association.
- Assist in planning, managing, and executing organizational events including logistics, speaker coordination, and event promotion.
- Promote the activities and events of the Management Student Association through social media, notice boards, and electronic mail to other students.

English Club Nusa Putra University  
Member January 2021-December 2022

- Be active in club meetings, discussions, and other activities organized by the club.
- Assist in organizing events, promoting club activities, or managing club social media.
- Participate in club events and prepare necessary materials.

## CERTIFICATION

- Applied Microsoft Office (Word, Excel, Power Point) – Trust Academy (2023).

- Certified Leadership Management Associate (CLMA) - Ieeel Institute (2022).
- Certified Public Speaking Professional (CPSP) - Ieeel Institute (2022).
- SNI ISO 9001 Certificate : 2015 Quality Management System Requirements – National Standardization Agency (2025).
- Presenter dan Author in International Conference on Economics, Management and Accounting (ICEMAC) – Nusa Putra University (2022).

## **LANGUAGE & SKILLS**

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<b>Language</b>	: Indonesia, English.
<b>Hard Skills</b>	: Microsoft Office (Word, Excel, Powerpoint), Google Sheet, Spreadsheet, Capcut, Canva, SPSS, and SmartPLS.
<b>Soft Skills</b>	: Leadership, Analytical Skills, Problem Solving, Effective Communication, Teamwork, and Adaptability.