



Fahad Pramana Putra

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Information Systems student with a diverse background in retail, administration, and stock management. **Proficient in utilizing Accurate software** for streamlined financial tracking and experienced in **collaborating with third-party partners** to ensure seamless operations, complemented by technical skills in building responsive websites via WordPress, HTML, and CSS.

WORK EXPERIENCE

Fadtingweb.id and Urangundang.com - Jakarta, Indonesia

Web Developer and Digital Invitation – Freelance

Feb 2025 – Present

- Develop responsive websites and Digital Invitations using **WordPress, HTML, CSS, and SEO Optimization**.
- **Manage full project** lifecycles, from client consultation to **final deployment and technical support**.

PT Jantra Grupo Indonesia Tbk - Jakarta, Indonesia

Administration Part Clerk - Fulltime

Oct 2024 - Present

- **Data Accuracy & Financial Reporting:** Inputted and verified all procurement data into Accurate software, ensuring perfect alignment between stock records and cash flow nominals.
- **Inventory Management:** Monitored and optimized parts inventory levels to ensure operational efficiency and prevent stockouts.
- **Vendor Relations:** Managed and cultivated strong collaborative relationships with third-party suppliers to ensure consistent supply chain performance and resolve discrepancies.

CTBC Bank - Jakarta, Indonesia

Marketing – Internship

May 2023 - Jul 2023

- **Client Relationship Management:** Actively engaged with existing and prospective clients to build long-term professional relationships and drive product awareness.
- **Data Integrity & Compliance:** Maintained high standards of accuracy in handling and inputting sensitive client documentation, ensuring full compliance with banking security standards.
- **Strategic Marketing:** Successfully executed marketing campaigns by identifying potential customer needs and providing tailored financial solutions.
- **Operational Excellence:** Collaborated with internal departments to ensure seamless service delivery and high levels of client satisfaction.

PT Indomarco Prismatama - Jakarta, Indonesia

StoreCrew (Special Store) - Fulltime

May 2019 - Jul 2022

- **Operational Leadership:** Managed store operations, including inventory, cash register balancing, and SOP compliance.
- **Customer Experience:** Resolved complex customer issues efficiently to maintain high service standards.
- **Performance Accountability:** Supervised team activities and maintained store standards in the manager's absence.
- **Inventory Management:** Audited stock levels, managed product replenishment, and ensured accurate data entry.

EDUCATION

Universitas Terbuka - Jakarta, Indonesia

Jan 2024 - present

System Information , 2,82 /4.00

ACHIEVEMENT

- Certificate Of UI/UX Basic Fundamental and Project 2023
- Certificate Of Data Analytics Fullstack Fundamental and Open Practical 2023

SKILL

Software : Microsoft Excel, Word, Power Point, Accounting Software (ERP), Canva, Figma
Visual Studio Code, HTML , CSS ,Wordpress,SEO Optimization Google Ads

Language : Indonesia (Native), English (B1)