

# DANNES LUTHFIYAH SALMAA

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## PROFILE

Bachelor's graduate in Informatics Engineering (GPA 3.89/4.00) with experience in operational administration, HR support, and data processing. Experienced in handling BPJS administration, company tax administration, document management, and spreadsheet-based reporting with a structured and detail-oriented approach. Possess technical understanding in database management, web-based systems, and basic data analysis using Python and machine learning. Known for being systematic, adaptable, and collaborative in supporting administrative, financial, and operational needs.

## EDUCATION

**Universitas Islam Riau** 2021 – 2025  
*Bachelor of Informatics Engineering* (GPA: 3.89/4.00)

- Thesis : Implementation of Deep Learning and Machine Learning for Peringatan Darurat Sentiment Analysis on YouTube Social Media

## PROFESSIONAL EXPERIENCE

**PT. Mahir Trans Bersaudara** 2025  
*Admin Operational*

- Managed BPJS Ketenagakerjaan and BPJS Kesehatan administration, including employee registration, data updates, and regular contribution monitoring.
- Prepared, verified, and documented invoices, purchase orders (PO), and delivery notes to ensure document accuracy and completeness.
- Handled company tax administration by preparing supporting documents, recording tax data, and maintaining organized tax archives.
- Processed, recapitulated, and reported operational data using excel to support administrative needs.

**PT. Asrindo Citraseni Satria** Jul – Aug 2024  
*HRD Intern*

- Developed a web-based Medical Check-Up (MCU) document monitoring system to improve efficiency in employee document tracking.
- Managed and updated employee databases to ensure accurate and structured personnel records.
- Optimized a digital attendance system using AppSheet to improve attendance recording accuracy.
- Supported HR administrative activities, including document filing and preparation of operational support data.

**Kopi Chuseyo, Heynoka Parfume, CASEIZONE** 2021  
*Graphic Designer & Admin (Remote)*

- Managed and produced 30+ Instagram content designs aligned with brand identity and promotional needs.
- Scheduled and published content consistently to maximize reach and audience engagement.
- Created informative and persuasive promotional captions tailored to each brand's target market.

## ORGANIZATIONAL & ACADEMIC EXPERIENCE

**Media Information Division – Robotics Club UIR (GROOT)** 2023 – 2025

- Managed social media content design for organizational publications, announcements, and internal communication.
- Documented organizational activities and maintained structured photo and video archives for reporting and publication purposes.

**Student Exchange Program (Kampus Merdeka) – UPN Veteran Yogyakarta** 2022

- Participated in cross-university learning within a collaborative academic environment.
- Adapted to new academic methods and cultural settings while working in cross-university teams to complete academic projects.

## CERTIFICATIONS

- Course Excel – MySkill 2025
- Course Data Science with Python – DQLab 2025

## SKILLS

- HARD SKILL S**
- Microsoft Office (Microsoft Word, Excel, Power Point)
  - Google Workspace (Docs, Slides, Spreadsheet)
  - Operational Administration
  - BPJS Administration
  - Tax Administration
  - Database Management
  - Data Analysis
  - Web Programming
  - UI/UX Design
  - Graphic Design (Figma, Photoshop, Canva)

**SOFT SKILLS**

- Attention to Detail and Accuracy
- Time Management
- Analytical Skills
- Problem Solving
- Creativity
- Professional Communication
- Teamwork
- Adaptability

**LANGUAGES**

- Indonesian (Native)
- English (Intermediate)