



GHaida SANDIE HAYATUS SAHLA

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SUMMARY

A student majoring Information System at Universitas Sains Indonesia with skills in database management, video editing, data analysis and visualization, as well as application and website design. Currently eager to enhance my skills in database management, data analysis and visualization, communication, and teamwork within a professional environment.

EDUCATION

Universitas Sains Indonesia

Bekasi, Indonesia

Information System

2021 - 2026

- GPA: 3.50/4.00
- Relevant Courses: Introduction to Databases, Project Management, Computer Applications, Principles of Management, Information and Communication Technology, Database Management Systems, Data Mining, Data Warehousing, Business Ethics and Professionalism, Data Analysis and Visualization.

Pasundan 2 Senior High School Bandung

Bandung, Indonesia

Science

2018 - 2021

EXPERIENCE

Course Project “Computer Applications” | USI

- Compiled sales transactions and payroll using Microsoft Excel.
- Processed employee data, including allowances, taxes, and basic salary, using various Excel functions such as IF and VLOOKUP.
- Created and managed sales data using Microsoft Access.

Course Project “Database Management System” | USI

- Processed data tables in Microsoft Excel by normalizing them to reduce redundancy and enhance data integrity.
- Developed and managed sales data using SQL (Structured Query Language) in SQL Server.

Course Project “Project Management” | USI

- Created and planned project management for a website using Gantt charts for project scheduling and network diagrams in Microsoft Excel.
- Assessed potential risks using risk assessment tools in Microsoft Excel.

Course Project “Data Analysis and Visualization” | USI

- Analyzed over 400,000 sales records and filtered the data using Microsoft Excel.
- Created pivot tables from the dataset of over 400,000 entries in Microsoft Excel..

Class President, Information Systems Program| USI

2020 - Present

- Acted as a liaison between academic staff and 15+ Information Systems students.
- Organized and coordinated class activities and student engagements.

Vice President, Angklung Extracurricular Program| Pasundan 2 Senior High School Bandung

2019 - 2021

- Assisted the president in planning and executing extracurricular activities.
- Managed attendance and participation for 30+ members, maintained good communication, and organized all activities, including monitoring practice sessions.

CERTIFICATE

Human Capital Staff 2024

Certified by BNSP

Juli 2024 – Juli 2027

- Developing Job Description
- Conducting Wage Administration

- Conducting Social Security Administration
- Conducting the Administration of Human Resource Management Policy Implementation

SKILLS

Languages: Fluent in Indonesian, Intermediate in English

Software: Microsoft Office (Excel, PowerPoint, Word, Visio), Capcut, Canva

Other Skills: Leadership, Teamwork, Communication, Data Analysis & Visualization, Data Processing