



DINDA AFRANISA AMIRAH

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Komp. Tanimulya Jl. Intisari No. 08

A fresh graduate from D4 Polytechnic TEDC Bandung majoring in Industrial Mechanics and Design. I can communicate well, can work under pressure, can work with a team.

Work Experiences

PT. Techno Multi Utama - Kota Cimahi

May 2021 - Jul 2021

Internship

- Learned tips and techniques of work by closely studying staff.
- Helped office personnel with errands, paperwork and data entry.
- Researched topics and prepared brief summaries of final reports.

Cafe Cenghar Kopi - Kota Cimahi

Jun 2019 - Aug 2019

Part Time

- Followed industry standards for food handling safety and sanitation.
- Completed cleaning, silverware management and server station organization.
- Answered questions about menu selections and recommended food choices.
- Worked with kitchen crew and FOH employees to maintain seamless service.

Biro Sosial Gedung Sate - Kota Bandung

Jul 2015 - Aug 2015

PKL

- Re-checking each data that has been inputted so that there are no errors.
- Take notes and check the status of which data has entered and which has not, so that it is easier to follow up on deficiencies.

Inilah Koran - Kota Bandung

Aug 2015 - Sep 2015

PKL

- Planning what kind of manuscript will be published by the publisher.
- Looking for manuscripts with good quality and in accordance with the publisher.
- Considering the manuscript that goes to the publisher, whether it can be published or rejected.
- Edit or edit the script.
- Approving the manuscript for printing and publication.
- Provide advice to the cover design section about the cover of the book to be published.

Education Level

Politeknik TEDC Bandung - Kota Cimahi

Sep 2017 - Sep 2021

Diploma in Industrial Mechanics and Design, 3.22/4.00

- Make a final project with the title "IMPLEMENTATION OF THE ARDUINO IDE PROGRAM USING SERVO MOTORS AND ARDUINO UNO ON AUTOMATIC WINDOW OPENING AND CLOSING MACHINES." The results of this study are expected to make a creative contribution to the industrial sector, especially in the home or interior industry.

SMK Informatika Fithrah Insani - Kab. Bandung Barat

Jun 2013 - Jun 2016

High School in Multimedia

SMP Negeri 8 - Kota Cimahi

Jun 2010 - Jun 2013

Junior High School in

Organisational Experience

Youth Organization - Kab. Bandung Barat

Jan 2016 - Jan 2017

Secretary

- As a source of information needed by leaders to be able to fulfill their duties and responsibilities.
- Supporting the success of leaders in carrying out their duties.
- Convey the leader's wishes to its members.
- As an intermediary for communication with other parties from outside or within the organization with the leadership.
- Provide material for consideration or new ideas to the leadership.
- Provide work motivation to other members, so that each role can carry out its function properly.
- Unite members so that they can carry out their duties and roles well in order to achieve common goals.