

WISNU GESANG ARYA KHABIB

Administration Staff – IT Support – General Affair

Pati, 03 November 1997 | 08561515397 | wisnugesang031213@gmail.com

PROFESSIONAL SUMMARY

Experienced Administration Staff with over 5 years of proven expertise in administrative support, client services, and IT implementation. Demonstrates strong ability to manage multiple tasks efficiently and effectively while maintaining excellent communication and interpersonal skills.

TECHNICAL SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Database Management
- IT Support & Troubleshooting
- Adobe Illustrator
- Communication & Interpersonal Skills
- Dashboard (Looker Studio, Excel, Gsheet)
- Report Sales

PROFESSIONAL EXPERIENCE

PT Eka Jaya International (Hanasui) – Senior Admin | Oct 2025 – Present

- Managed Key Account claims, returns, and deductions, including listing fees, promotions, cashback, and other trade programs.
- Prepared Key Account sales reports on a daily, weekly, and monthly basis.
- Supported the Key Account Manager (KAM) team in administrative activities and sales data analysis.
- Monitored and controlled the Modern Trade team budget to ensure alignment with allocated budgets and company policies.
- Monitored expenses related to rent, events, listings, and branding within the Modern Trade channel.
- Managed and processed business travel claims for the Key Account team.
- Prepared and submitted monthly incentive proposals for the Key Account team based on performance achievements.
- Managed and maintained organized administrative document archives for the Modern Trade team

PT Rama Indonesia (Mayora) – Administration Payroll | Agu 2023 – Sep 2025 | 2 years

- Calculate employee salaries based on attendance, overtime, allowances, and deductions.
- Ensure completeness of employee attendance and leave data.
- Manage employee BPJS Ketenagakerjaan and BPJS Kesehatan data.
- Prepare monthly payroll reports (payslips and payment recap).
- Maintain and update employee data related to salary, tax (PPh 21), and allowances.
- Coordinate with HR and Finance regarding salary calculations and payment schedules.

- Handle employee inquiries regarding payslips, deductions, or allowances.
- Ensure payroll data confidentiality.
- Monitor sales team petty cash.
- Prepare invoices for sales team salaries, incentives, petty cash, and overtime.

PT Adidaya (Halodoc) – General Affair | Jul 2022 - Jul 2023 | 1 Years

- Management of office facilities and infrastructure
- Maintenance of facilities and asset inventory
- Procurement of goods and operational services
- Coordination of official vehicles and business travel (domestic and international)
- Management of workplace cleanliness, security, and comfort
- General administration and vendor relations
- Weekly and monthly performance evaluation meetings

PT Siprama Cakrawala – Administration Sales | Dec 2021 - Jun 2022 | 7 Month

- Input and recap sales data
- Weekly and monthly sales team meetings
- Prepare quotations, invoices, and sales documents
- Create sales reports and support the sales team
- Calculate salaries, overtime, incentives, and employee deductions
- Manage attendance and time records
- Prepare and distribute payslips
- Compile payroll reports and ensure regulatory compliance
- Create salary recap invoices for the sales team
- Monitor BPJS data for the sales team

PT Jejaring Tiga Arta (Zicare) – IT Implementation | Jun 2021 - Dec 2021 | 7 Month

- Installation, configuration, and implementation of software
- Providing user training and assistance
- Conducting testing and ensuring the software operates according to requirements
- Handling technical issues and coordinating with related teams
- Preparing documentation and implementation reports

LSP MSDM Unggul Persada – Administration, IT Support, General Affair | Nov 2017 - Jan 2021 | 3 Years

- Manage certification documents.
- Handle certification applications & renewals.
- Liaise with certification bodies.
- Monitor certification validity periods.
- Maintain document archives (physical & digital).
- Handle office operations & facilities.
- Procure goods/services & office supplies.
- Oversee maintenance of buildings, vehicles, and assets.
- Install & maintain hardware/software.
- Troubleshoot devices & networks.
- Manage printers, internet, and IT equipment.

- Perform basic data backup & security.

EDUCATION

Universitas Pamulang – S1 Teknik Informatika | 2016 - 2021

SMK Islamiyah – Teknik Jaringan Komputer | 2013 - 2016

MTS Islamiyah | 2010 - 2013

CERTIFICATIONS & AWARDS

- Workshop LP3I
- Sertifikat Keahlian TKJ (Technical Network Expertise Certificate)
- Mikrotik Basic Training
- Junior Networking Certification
- PKL BPK RI (Internship at Indonesian Audit Board)
- Champion I - IT Support Competition, South Tangerang

Jakarta, 05 Januari 2025

Hal : Lamaran Pekerjaan

Kepada Yth.
Bpk/Ibu Pimpinan
Di

Tempat

Dengan hormat,

Yang bertanda tangan di bawah ini;

Nama : Wisnu Gesang Arya khabib
Tempat, Tgl Lahir : Pati, 03 November 1997
Pendidikan Terakhir : S1
Alamat : Jl. Sukadamai rt04/04 no 83 Tangerang Selatan
Telepon 08561515397

Bermaksud melamar pekerjaan pada perusahaan yang Bapak/Ibu pimpin, dan siap ditempatkan dibagian mana saja.

Sebagai bahan pertimbangan, bersama surat ini saya telah melampirkan kelengkapan data diri saya sebagai berikut;

1. Fotocopy Ijazah atau Surat kelulusan,
2. Daftar Riwayat Hidup (CV),
3. Fotocopy KTP,
4. Fotocopy Sertifikat

Demikian surat permohonan pekerjaan ini saya buat dengan sebenar-benarnya. Besar harapan saya untuk dapat diterima di perusahaan yang Bapak/Ibu pimpin. Atas perhatian dan waktunya saya ucapkan terima kasih.

Hormat Saya,

Wisnu Gesang