# Sukma Afriando Muharamsyah

Training and Development

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+6285183255778

## WORK EXPERIENCE

**SUPPORT STAFF**
**The Ministry Cooperation and Small and Medium Enterprises of Republik Indonesia,**
A government agency dedicated to advancing and empowering cooperatives and small to medium-sized businesses in Indonesia .
*March 2024 to December 2024 (10 months)*

**General Work**

- Drafted invitations, official memos, reports, and announcements related to the functional position of Entrepreneurship Developers, specifically in managing competency tests for Civil Servants.
- Assisted with minor issues related to office equipment malfunctions, such as printers and computers.
- Coordinated with central and regional agencies regarding the management of functional positions, particularly in organizing competency tests for Civil Servants.
- Responded to over 100 inquiries from various government departments and regional agencies regarding the legislation underlying the Entrepreneurship Developer functional position, including Ministerial Regulations (No. 3/2023), National Civil Service Agency Regulation (No. 3/2023), and Presidential Regulation (No. 2/2022).

## SUMMARY

Experienced Program Officer at Prestasi Junior Indonesia and Supporting Staff at Indonesia's Ministry of Cooperatives and SMEs, with a focus on training and development. Skilled in designing and delivering training programs, mentoring, data analysis, and event coordination to support growth and organizational success.

## VOLUNTEER WORK

- **Volunteer Event Organizer,** Junior Achievement Indonesia
- **Volunteer Intensive Islamic boarding school teacher,** Raya Ganting Mosque

## RELEVANT SKILLS

- SPSS, Smart PLS, Ms Office, Canva
- Event Organizing
- Problem Solving
- Training and Development
- Coaching and Mentoring

## EDUCATION HISTORY

**BACHELOR OF MANAGEMENT**
**Universitas Andalas**
*Year of Graduation: 2022*

- Cum Laude
- GPA: 3.57/4.0
- Head of Monitoring Division, Student Affairs, Faculty of Economics, Universitas Andalas
- PPA Scholarship Recipient (2019-2020)
- Most Active Student, 2nd Graduation (2022), Faculty of Economics and Business, Universitas Andalas

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*March 2024 to December 2024*
*(10 months)*

**Non-IT Functional Position System Administrator**
*Web : https://pkwu.kemenkopukm.go.id/*

- Streamlined the registration process for more than 100 institutional accounts, 400 individual ASN enrollment, administrative selection, and Competency Test preparation.
- Processed Competency Test results for 250+ participants from both internal and external institutions, uploaded certifications to the website, created 250+ certificates, and coordinated with Level 1 leadership for signing Entrepreneurship Developer Functional Position certificates.
- *Handled and responded to over 50 phone calls, addressing reports and inquiries related to the Competency Test stages for Entrepreneurship Developer Functional Positions.*

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## WORK EXPERIENCE

**JUNIOR STAFF PROGRAM**
**Junior Achievement Indonesia,**
a nonprofit organization focused on entrepreneurship education, career readiness, and financial literacy for Indonesian youth.
*Mai 2023 to February 2024*
*(10 months)*

**Financial Literacy Programs**

- Trained 160 students and involving 16 public senior high schools
- Sustained high morale across 40 groups through 4 program stages, ensuring 16 successfully completed workshops and final events without decline.
- Mentored 16 campaign groups, aligning their projects with Prestasi Junior Indonesia's competitive standards.
- Optimized data management for 25 groups, ensuring accuracy and standardized formatting.
- Built partnerships with 15 schools to expand the Financial Literacy Competition Program’s reach and impact.
- Offering strategic insights, innovative ideas, and actionable suggestions to elevate the financial group projects for each of the 16 program participant teams

**Cha-Ching Curriculum Programs**

- Managed data for approximately 27,000 student beneficiaries in the Cha-Ching Curriculum program, transforming raw data into actionable insights using Microsoft Excel.
- Executed and supported training programs, from venue coordination to data entry for 456 participants in the program database.
- Monitored program activities across 40+ schools, ensuring adherence to organizational policies and procedures.
- Boosted financial literacy knowledge among elementary students by 8%.
- Trained 250 teachers and engaged 300+ public elementary schools in program implementation.
- Successfully introduced foundational money management principles (earning, saving, spending, donating) to 25,000 elementary school students through engaging and interactive lessons.

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## WORK EXPERIENCE

**Assistant Lecture**
**Universitas Andalas,**
oldest and most prestigious public universities, located in Padang, West Sumatra. Established in 1956, it is renowned for its commitment to academic excellence, research, and community service.
*March 2022 to April 2023*
*(1 year, 2 months)*

- Managed individual lecturer data through the university's personnel system.
- Processed final grades for 3 classes, incorporating midterm and final exam results, using Microsoft Excel with precision.
- Taught SPSS and SmartPLS to 1 class of students, providing hands-on guidance for statistical and data analysis.
- Supported research initiatives by contributing to report writing and analysis.
- Proofread and edited a faculty-authored book, ensuring high-quality publication standards.

**Freelancer**
**Self Employed,**
*August 2022 to Desember 2023*
*(5 months)*

- Edited and refined writing, grammar, and structure for consumer research projects.
- Processed data for 1 thesis and 3 undergraduate research projects using SmartPLS and SPSS to deliver accurate quantitative insights.
- Conducted hypothesis-driven analysis of quantitative research results, ensuring alignment with empirical findings.