



ANISA CITRA MUTIA

TECHNICAL WRITER

PERSONAL PROFILE

Majoring in information system with high enthusiasm
For information system area particularly in system analysis. Have ability in team work, intrapersonal communication, and also well-experienced in organizations to coordinate duties or projects in short amount of time. Always in high spirit to learn many new things in various subjects and levels.

AREAS OF EXPERTISE

- Hands-on SQL experience
- PHP, HTML experience
- Hands-on UML Diagram, SDLC, RAD (Rapid Development Design experience)
- Microsoft Office experience
- Working knowledge of COBIT 5 & ITIL V3
- Working knowledge of Project Management System.

WORK EXPERIENCE

PT. MAXXIMA INOVATIVE ENGINEERING

Technical Writer 2018 - 2019

- Made srs document, document design, UIT document, User Guide/User Manual
- Created UI/UX design for desktop and mobile application
- Implemented business process using UML diagram
- Created standard development system.

INDONESIA REPUBLIC OF EDUCATION AND CULTURE MINISTRY.

RCommunication and Community Service Bureau, 'Indonesia Pintar' Program. | 2016 - 2018

- Processing and matching data of beneficiary students based on data in Social Ministry and Education Office in provinces and also districts into database and distributed to all education authorities in Indonesia.
- Managed problems concerning social funding of Indonesia 'Pintar' Program to Junior High School level throughout Indonesia.

GET IN CONTACT

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EDUCATION HISTORY

**UNIVERSITAS ISLAM NEGERI
SYARIF HIDAYATULLAH JAKARTA**

**Bachelor of Computer Information
System | GPA 3.31 from 4.00**

- Deputy Coordinator of Community Empowerment Sector in Student Executive
- Board of Science and Technology UIN Syarif Hidayatullah Jakarta
- Student Association of Information System, Faculty of Science and Technology UIN Jakarta

ACHIEVEMENT AND AWARD

- SESINDO (Seminar Nasional Sistem Informasi Indonesia)
- Finalist of Writer and Presenter in National Information System Research Journal Indonesia, Institute Technology of Surabaya.