



# CHANDRA KIRANA ANGELINA

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Banyuwangi, Jawa Timur

I am a recent graduate with a high level of enthusiasm and proactiveness from Warmadewa University, majoring in Law. I am good in performing administrative activities, data input, as well as schedule management. Throughout my academic journey, I actively participated in various organizational activities and internships. I have gained valuable experience in being an intership at the Kejaksaan Tinggi Bali relating to rule enforcement. I always looking forward to improve my self and learn something new where I can further develop my knowledge and skills continuously, while also contributing to the growth of the company.

## Education Level

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**Universitas Warmadewa - Denpasar, Indonesia**

Aug 2021 - Jun 2025

*Bachelor of law, 3.97/4.00*

- Certificate of Competence Industrial Relations: Occupation of an Industrial Relations Dispute Prevention and Resolution Analyst
- Certificate of Achievement English Proficiency Test with Total Score 462

**SMKN 1 Banyuwangi - Banyuwangi, Indonesia**

Jul 2016 - May 2019

*Senior High School, Accounting*

- Certificate of Competence: Accounting of Junior Technician

## Work Experiences

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**Bank Negara Indonesia (BNI) - Surabaya, Indonesia**

Mar 2025 - Sep 2025

*Backoffice Administration Staff*

Bank Negara Indonesia (BNI) is one of Indonesia's leading state-owned banks, established in 1946, providing comprehensive financial services including corporate, retail, digital, and international banking to support economic growth and customer needs.

- Responsible for the payment administration process for internal and external purposes
- Prepare morning reports and evening reports to present daily performance data to BM
- Prepare meeting materials obtained from data processing and take meeting minutes

**Badan Pusat Statistik (BPS) - Denpasar, Indonesia**

Oct 2023 - Dec 2023

*Mitra Statistik*

The Central Bureau of Statistics is a Non-Ministerial Government Institution directly responsible to the President. It assists in organizing basic statistics, carrying out coordination and cooperation, and developing and fostering statistics in accordance with applicable laws and regulations.

- Conducting sarbagita commuter survey (Denpasar, Badung, Gianyar, Tabanan) by recording 120 heads of families
- Taking notes to record personal data in accordance with the Identity Card (KTP)
- Responsible for marking the address that matches the one on the Identity Card (KTP) with the address of the house that is being occupied
- Conducting interviews and recording the type of work, the distance between home address and work address, and the type of vehicle used
- Inputting the data that had been collected into the official BPS website which was then processed to obtain the final results of the survey

**Kejaksaan Tinggi Bali - Denpasar, Indonesia**

Mar 2023 - Jun 2023

*Internship*

The Prosecutor's Office in the capital city of Bali Province with jurisdiction covers the territory of Bali Province, which oversees 8 (eight) district prosecutors and 1 (one) cabjari. The Bali High Prosecutor's Office has the duties and authority and functions of the prosecutor's office in the jurisdiction of the Bali High Prosecutor's Office in accordance with the laws and regulations and policies set by the Attorney General.

- Collecting and sorting out important evidence related to a case or crime
- Receive and record several important letters such as letters of determination of detention extension, request for sources, termination of investigation, progress of investigation results and delivery of suspects
- Inputting important letters to be forwarded to the Head of the High Prosecutor's Office (Kejati) and the Deputy High Prosecutor's Office (Wakajati)
- Assisting in the transportation of prisoners for trial at the Denpasar District Court
- Attending the trial of several cases at the Denpasar District Court

**Online Shop - Banyuwangi, Indonesia**

Oct 2019 - Jun 2020

*Owner*

An online-based business engaged in the sale and delivery of goods according to the buyer's request by marketing goods in the form of collectibles

- Responsible for the management and private business selling K-Pop related collectibles
- Responsible for the collection of goods from the Korean warehouse through the warehouse in Indonesia
- Organize the storage of goods originating from the Indonesian warehouse for storage in a private warehouse
- Responsible for management and personal business with a profit of Rp.100,000 to Rp.500,000 per item
- Organizing the store's product storage to create good visuals
- Provide the best service to buyers to ensure customer satisfaction
- Responsible for the packaging of goods so as to present the best quality of goods to customers

#### **DPU Pengairan Banyuwangi - Banyuwangi, Indonesia**

Jan 2018 - Mar 2018

##### *Internship*

DPU Banyuwangi Irrigation Service implements regional authority in the field of public works within the scope of water resources

- Assist in making and printing duty permits or official permits for water project leaders
- Recording incoming letters related to requests for the use of water resources
- Recording incoming letters related to requests for recommendations to the Head of DPU Pengairan

## **Organisational Experience**

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#### **WMCC (Warmadewa Moot Court Community) - National seminars**

Aug 2021 - Jul 2022

##### *Public Relations*

WMCC is a moot court community that specializes in the practice of formal and material legal skills and proficiency

- Organized a national-based seminar with more than 100 participants
- Responsible for managing the relationship between the committee and mass media, sponsors, and event participants
- Established good relations with mass media and invited them to cover the event

#### **FORMASI (Forum Mahasiswa Islam)**

Oct 2021 - Sep 2022

##### *Members*

FORMASI is an organization engaged in religion and humanity, which reflects the implementation of the Tri Dharma of Higher Education, fosters solidarity among others, and cares for the surrounding environment

- Raising funds to help victims of the Mount Agung eruption and earthquake in Lombok
- Running religious events such as operating sacrificial activities and distributing them during Eid al-Adha
- Organizing routine religious events

## **Skills, Achievements & Other Experience**

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- **Hard Skills** (2024): Certificate of Competence Industrial Relations: Occupation of an Industrial Relations Dispute Prevention and Resolution Analyst
- **Hard Skills** (2022): Certificate of Achievement English Proficiency Test with Total Score 462
- **Hard Skills** (2019): Certificate of Competence: Accounting of Junior Technician