NURUL LAYLI

Bantul, Yogyakarta, Indonesia | 085385384615

nurul.layli25@students.utdi.ac.id | linkedin.com/in/aylii

PROFILE

A second-semester Digital Business student with a strong interest in administration and operations. Proficient in data processing using Microsoft Excel (Vlookup, Pivot Tables) and accounting software ABSS and ACCURATE. Disciplined, meticulous, and experienced in document archiving and business operations management.

SKILLS

- Microsoft Excel (IF Formula,Vlookup, Sum, Pivot Table for stock report)
- Web developer (Html, Anty Gravity, dan Github)
- Accounting Software: ABSS and ACCURATE for financial reporting
- Microsoft Word, PowerPoint, Google Workspace (Docs/Sheets)
- Accuracy, time management, effective communication, and teamwork

EXPERIENCE

Teller — BMT Fastabiq Khoiro Ummah, Winong (2024 – 2025)
- Searching for and recruiting potential members for the company's investment products
- Building persuasive communication with potential clients to increase investment conversions

Business Development — PT. Kontak Perkasa (2025)
- Searching for and recruiting potential members for the company's investment products
- Building persuasive communication with potential clients to increase investment conversions

Education Expo Officer — Indonesian Digital Technology University (2025)
- Promoting campus study programs to prospective students at various schools
- Weavingcooperationpromotion with partner schools

Public Relations — Digital Business Student Association (Dec 2025–Present)
- Maintain active communication with members andoutside members
- Handlecooperationsponsorship for organizational activities

Daily Management — Taekwondo Membership
- Coordinateteam to complete the General Meeting of Members project on time
- Conduct periodic evaluations of member discipline

ACHIVMENT

- **Metarise Competition —Silver Medal**with the work "School Comers"
- **Participants of SIG DIMENSI: Digital Transformation Society**with the work "School Comers"
- **International Certificate —**Entrepreneurship Jamboree, Forpimawa DIY
- **Committee Chair — KIP Seminar, Indonesian Digital Technology University**
  Coordinate the committee team in organizing the KIP seminar at campus level, and be responsible for event planning, team coordination, and the smooth running of the activity from start to finish.

EDUCATION

Bachelor of Digital Business — Indonesian Digital Technology University, Yogyakarta
September 2025 – Present
Relevant Courses: Operational Management, Introduction to Accounting, Business Computer Applications, Introduction to Digital Business, Retail and E-commerce

Accounting — Bani Muslim Vocational School, Pati, Central Java, Graduates 2025

ADDITIONAL INFORMATION

Languages: Indonesian (Active), English (Passive/Intermediate)
Availability: Morning / Evening / Weekend Shift or Full Time