

BAGAS SAADILLAH

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Bandung, West Java, Indonesia

ICT professional experienced in teaching, IT support, project management, and digital content creation, with strengths in networking and digital learning. Apple Teacher certified, with experience integrating Apple technology into engaging and effective learning environments.

Apple Teacher

Pengalaman Kerja

SD Darul Hikam Bandung - **Bandung, Indonesia** Aug 2025 - Jul 2026

ICT Teacher

- Developed ICT curriculum for Grades 3-6.
- Taught Scratch, Code.org, Canva, digital literacy, and cybersecurity.
- Designed interactive project-based learning activities.
- Introduced students to computational thinking and problem-solving.
- Utilized Code.org and Scratch to enhance classroom engagement.

- Successfully increased student engagement by incorporating gamified learning platforms such as Quizizz, Blooket, and Wordwall.
- Designed project-based ICT learning experiences that enhanced students' creativity, collaboration, and computational thinking.
- Developed visually engaging digital learning materials that improved classroom participation and learning outcomes.
- Fostered digital literacy and technology skills among elementary school students through interactive and hands-on learning approaches.

Private Company - **Surabaya, Indonesia** Jan 2021 - Sep 2024

Private Executive Assistant

- Managed executive schedules and business meetings.
- Coordinated travel arrangements and accommodation.
- Handled procurement and purchasing activities.
- Assisted in company administration and operational coordination.
- Supported executive decision-making through organized documentation.

- Managed executive calendars, meetings, and business travel with high efficiency and attention to detail.
- Coordinated procurement and purchasing processes, ensuring timely and cost-effective acquisition of company needs.
- Organized and maintained business documents, reports, contracts, and confidential records.
- Streamlined administrative workflows, improving operational efficiency and communication across departments.
- Assisted in planning and coordinating internal meetings, business events, and executive schedules.
- Supported executive decision-making by preparing reports, organizing documentation, and conducting administrative research.
- Maintained confidentiality while handling sensitive company information and executive communications.
- Collaborated with internal teams and external vendors to ensure smooth day-to-day business operations.

Blink Car Studio - **Surabaya, Indonesia** Jan 2023 - Dec 2024

Project Manager

- Planned and monitored project timelines.
- Coordinated project documentation and reporting.
- Collaborated with cross-functional teams to ensure project completion.
- Managed client communication throughout project execution.

- Delivered 10+ client projects on schedule while maintaining quality standards.
- Reduced project delays by improving project tracking and communication processes.
- Managed end-to-end coordination for automotive branding and content production projects.
- Increased client satisfaction by ensuring timely communication and consistent project updates.

PT Anugrah Sukses Mining - **Surabaya, Indonesia** Mar 2022 - Jun 2023

General Affair

- Managed company facilities and operational requirements.
- Prepared budgeting and operational expenditure reports.
- Coordinated procurement and vendor relationships.
- Supported daily business operations.

- Optimized procurement processes, resulting in more efficient purchasing and vendor coordination.
- Successfully managed multiple operational and facility-related tasks while maintaining uninterrupted business operations.
- Strengthened vendor relationships to ensure timely delivery of goods and services.

PT NUFI - Nusantara Wifi - **Samarinda, Indonesia** Apr 2020 - May 2021

IT Support Lead

Led networking implementation projects.

- Configured and maintained MikroTik networking devices.
- Coordinated technical teams during installations.
- Collaborated with marketing teams for government and enterprise projects.

- Successfully delivered multiple networking projects for government and enterprise clients on schedule.
- Improved installation efficiency by coordinating technical teams and standardizing deployment procedures.
- Maintained high network availability through proactive troubleshooting and preventive maintenance.

PT Haluan Jejaring Antariksa - **Samarinda, Indonesia** Apr 2019 - May 2020

IT Support

- Installed and maintained networking infrastructure.
- Provided technical support for clients.
- Troubleshot networking issues and system maintenance.

- Successfully supported multiple network installation and maintenance projects with high customer satisfaction.
- Reduced service interruptions through timely troubleshooting and preventive maintenance.
- Contributed to maintaining reliable network services by resolving technical issues efficiently.

Jenjang Pendidikan

Universitas Telkom - **Bandung, Indonesia** May 2015 - Aug 2022

Bachelor of Sistem Informasi

Pengalaman organisasi

Microsoft Indonesia - **Indonesia** Apr 2017 - May 2020

Microsoft Campus Ambassador

Represented Microsoft Indonesia as the official campus ambassador, promoting Microsoft technologies and innovation within the university community.

- Led Microsoft Campus Ambassador activities.
- Organized seminars and technology workshops.
- Promoted Microsoft 365 products within university communities.
- Coordinated campus ambassador teams.

ONE+ Indonesia - **Indonesia** Sep 2015 - Jun 2016

Brand Ambassador

Represented the ONE+ brand at promotional events, product launches, and marketing campaigns

- Successfully represented the brand across various promotional events and customer engagement activities.
- Increased product awareness through effective customer interaction and product demonstrations.
- Strengthened communication, presentation, and interpersonal skills through direct customer engagement.
- Contributed to successful marketing campaigns by maintaining consistent and professional brand representation.

Keterampilan, Prestasi & pengalaman lain

- **Soft Skills** (2016): Microsoft Campus Ambassador
- **Soft Skills** (2015): Brand Ambassador ONE+ Indonesia
- **Soft Skills**: Leadership
- **Soft Skills**: Problem-Solving
- **Soft Skills**: Project Management
- **Soft Skills**: Apple Teacher