

MAYMA NANDA EKA SYAHPUTRA

Japanese Literature | Universitas 17 Agustus 1945 Surabaya

Location: Surabaya, East Java

Phone: 081334578060 Student ID: 1622400014

Email: syahputraxd532@gmail.com



EDUCATION

UNIVERSITAS 17 AGUSTUS 1945 SURABAYA (UNTAG)

Undergraduate Student in Japanese Literature Department | Student ID: 1622400014

ORGANIZATIONAL EXPERIENCE

Vice Chairman - Executive Board of Students (BEM), Faculty of Humanities

2026 - 2027

- Assisted and supported the Chairman in leading and directing the strategic policies of the organization.
- Supervised the execution of all ministry work programs and coordinated internal organizational workflows.
- Developed creative media concepts, such as an 8-panel comic storyline for faculty event publications.
- Represented the organization in various internal and external campus activities.

Secretary - Himawari (Japanese Literature Student Association)

2025 - 2026

- Managed all administrative tasks, archiving, and official correspondence for the Japanese Literature Student Association.
- Designed and managed digital registration systems (Google Forms) for the open recruitment workflow of new executive members.
- Prepared meeting minutes, compiled activity accountability reports (LPJ), and organized internal committee communication channels.

COMMITTEE EXPERIENCE

Event Committee Member - Bunkasai (Japanese Cultural Festival)

August 2024 - Present

- Contributed to the planning and execution of the Japanese cultural festival for university students and the public.
- Managed event schedules and coordinated infrastructure and facility requirements for festival activities.

Event Committee Member - PKKMB, LKMM, Academic Seminars & Anniversary Events

- Mentored new students during orientation (PKKMB), managed logistics, and prepared materials for leadership management training (LKMM).
- Handled technical and operational preparations for cultural academic seminars as well as faculty and student association anniversary celebrations.

LANGUAGE PROFICIENCY

- Indonesian & Javanese:** Native
- Japanese:** Kanji Comprehension, Kanji Stroke Order (Kakijun), Radicals (Bushu), Grammar, and Basic Conversation