

Name : Rifki

Place/Date of Birth : Jakarta, 18th September 1987

Biodata

Status : Single
Height / Weight : 161 cm / 92 kg
Health : Good
Address : Jl. Pondok Betung RT 01 RW 05 No. 56, Bintaro, South
Tangerang City 12330



Description

I'm an honest hardworker. I could do work(s) independently as well as under supervision. I'm highly motivated and willing to do one and / few jobs. I'm looking for new challenges and new experiences. I'm a little slow in working progress since i a perfectionist person,it's because i want every job that i do is well done and quite beautiful. Thus, despite of my personality's drawback i'm an honest and a hardworking person.

Education

1. SMP N 177 Jakarta : 1999 - 2002
2. SMA N 47 Jakarta : 2002-2005
3. STMIK Jakarta STI&K : 2009-2012
GPA 3.78 of 4.00

Training and Course

1. LBPP LIA Bintaro

Length of Training was September 2007 to September 2009.

The Scores :

Writing 9 out of 10
Speaking 7 out of 10

Work Experiences

1. CV Blue Ocean Group

The company is selling clothings and apparells. My duties and responsibilities are replying all emails from buyers such as when the ETA (Estimate Time Arrived) to their address provided, why the product(s) is not as described and/or different style, etc. Thus i create and input the sales to journal everyday and create monhtly report(s). I also handle the petty cash for supplies of the office.

2. Art Haus

The company is selling luxury traditional clothings such as Batik and Bags and Shoes. My duties and responsibilities are create or make code of the products and input the new Batiks, Bags and Shoes to Computer. Create and print the stocks then report it to my supervisor.

3. PT. Reksame

The company is providing human resources of gold mining in regions in Indonesia. My duties and responsiblities are to book flight ticket for my co-workers to fly to destination region and support in administration jobs else.

4. Asosiasi Doktor Hukum Indonesia.

This is an organization of Law in Indonesia. My duties and responsibilities are to do clerical tasks, print the created documents, input expenses and other task(s) as well.

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5. Klinik Ray-Na

This is a clinic to fix our teeths. My duties and responsibilities were to do clerical tasks, marketing online, help my co-workers and other duties as well.

6. PT. Delta Tech Indonesia

This company is a distributor of Desktop Computers or Laptops.

My Position was a Digital Marketing at there, my duties are : Content making with Photoshop, EZ GIF Maker, etc, Online Marketing, Other Duty as well.

7. IGLow Esthetic Center

This is Esthetic Center, a center place to care for your skin,your face and to beautify your appearance/looking. My Position was a Digital Marketing back then, my duties are : Content Creation, Make/Maintain Website, Marketing Online and Other Duty as well.

8. CV. Syahid Lawu Abadi

This is a distributor and produsen company of Topron, it is a liquid to cleansing your bathroom.

My position was a Digital Marketing, my duties are : Content Creation, Note Their Competitors, Marketing Online and Other Duty as well.

9. PT. Dhimas Group

This is a distributor company of various products made from rubber.

My position there was Digital Marketing, my duties are : Content Creation, Make/Maintain Website, Marketing Online or Looking for Many New Company Clients and Other duty as well.

Skills

1. Computer Literate Such as MS Windows ,Visual Basic 6 and 2010, HTML , PHP, Visual Foxpro , Adobe Photoshop and Corel Draw 2017.
2. Internet Literate such as Blogging, Website Creating and Skill SEO Beginner.
3. Multimedia Expert such as Adobe Premiere Pro and Canva.
4. Content Writing and Translation.

Supplementary Biodata

1. Sex : Male
2. Nationality : Indonesia
3. Contact : 0895329463856 / 0895333821462
4. Website : www.rifkiamd.my.id
www.idforum.biz.id
5. Kaskus ID : Rifki.amd