

ALISHA BINTE RISDIAN

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[My LinkedIn](#)

Objective

To obtain experience as an intern in the Human Resource industry where I can utilize my strong interpersonal skills and industry knowledge, and passion for employee's development to contribute to the success of the company.

Education

Singapore Polytechnic, Diploma in Human Resource Management with Psychology (2022-Current)
Fuchun Secondary School, GCE 'O' Level (2019-2022)

Work Experience

Permanent Relief Student Care Mentor, EduSMART

- Mainly relieves lower primary students to middle primary students (P1-P3).
- Provide support and guidance to students after school in their academic and personal development.
- Responsible for ensuring the well-being and safety of the students under my care.
- Work closely with teachers and parents to create a positive and nurturing environment for the students.
- Additionally, I may also be required to do administrative work when needed.

Bookshop Assistant, Overseas Associate Pte Ltd

- Gained valuable experience in customer service by providing them with my assistance throughout the purchase process, greeting customers and handling complaints.
- Have experience in cashiering and inventory management with a strong attention to detail when it comes to organizing and displaying books and other school supplies.

Skills

Technical skills	Soft skills	Language
Excel	Adaptability	English
Word	Communication	Malay
PowerPoint	Teamwork	Bahasa Indonesia
Canva	Problem solving	
	Customer-centric	
	Innovative	

Leadership Experience

Student Counsellor (2020-2022)

- Oversees well-being of other students.
- Demonstrate strong leadership and communication skills.
- Collaborate with other student counsellors on duties to be performed and activities for the school.

Captain of Malay Dance (2020-2022)

- Collaborate with other students to perform dance routines for various events.
- Developed my teamwork and communication skills through leading the team during practices.
- Represented the team in various events such as national competitions (Singapore Youth Festival 2019 and 2021) and MediaCorp's Zaman Sekolah Season 3 @ Suria Channel.

Awards and Accomplishments

- Edusave Award for Achievement, Good Leadership and Service (EAGLES), Issued by Ministry Of Education - 2022

- Edusave Certificate of Academic Achievement, Issued by Ministry of Education - 2022
- Edusave Merit Bursary, Issued by Ministry of Education - 2022
- 'Certificate of Distinction' Singapore Youth Festival (SYF) 2021 Arts Presentation for Dance (Malay Dance), Issued by Singapore Youth Festival - 2021
- 'Certificate of Distinction' Singapore Youth Festival (SYF) 2019 Arts Presentation for Dance (Malay Dance), Issued by Singapore Youth Festival - 2019

Volunteer work

Fundraising Volunteer, Krsna's Free Meals

(2022)

- Participated in a class "Car Wash 2022" fundraising event aimed at supporting Krsna's Free Meals.
- Demonstrated teamwork and communication skills by working together with classmates to spread awareness about our fundraiser, gathering teacher's cars and washing them.