

# Selvi Kartika Pratiwi

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## PERSONAL PROFILE

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I am a fresh graduate who has the will to continue to learn new things and continue to develop myself. Able to work in a team or individually, and willing to be consistent in carrying out responsibilities. During college, I had some organizational experiences related to administrative work. I was a secretary in organizations that I joined in college. In addition, when I was in Vocational High School, my major was Office Administration. I had experiences and interest in administrative-related work.

## EDUCATION

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**Universitas Pembangunan Nasional Veteran Jakarta** **2017 – 2021**  
Major : Management, Faculty of Economics and Business. Successfully graduated 3.5 years  
(GPA: 3.68)

**SMKN 40 Jakarta** **2014 – 2017**  
Major : Office Administration (GPA: 35.00/40.00)

## INTERNSHIP EXPERIENCES

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**Bharata, Arifin, Mumajad and Sayuti Public Accountant Firm** **October – December 2020**  
**Internship Auditor**

- Responsible to carry out audit activities of the company's financial statements which is adjusted to the audit implementation procedures that have been used by the Bharata, Arifin, Mumajad and Sayuti Public Accountant Firm.

**PT Nutrifood Indonesia** **October – December 2020**  
**Internship Student (Online Internship)**

- Responsible to find and collaborate with merchants in selling bundling menus between menus from the merchant with Nutrifood products.

**MNC Securities** **November 2020**  
**Internship Student (Online Internship)**

- Responsible to always present at the meeting through the online meeting platform with speakers who provide lesson about the capital market, MNC Sekuritas and trading app from MNC Sekuritas. In addition, given the responsibility to practice opening a stock account in the MNC Sekuritas app.

## ORGANIZATIONAL EXPERIENCES

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**Student Executive Board of UPN Veteran Jakarta** **January– December 2019**  
**Secretary**

- Responsible for making outgoing letters that must be issued by Organization to related parties and handle the submission of the letter to the university officials. Then do regular follow-up on the letter. In addition, given the responsibility for archiving outgoing letters that has been made.
- Responsible for checking each events proposal submitted by the divisions before being submitted to the university or related external parties. In addition, in Then do regular follow-up on the proposals until the event is approved.

- Responsible to take notes in every meeting held by organization
- Responsible for recording the schedule of activities of each division as well as reminding the division head regarding the implementation of activities according to the scheduled schedule has been given.

#### **Student Activity Unit (Forum KJMU UPN Veteran Jakarta)**

**January 2018 – December 2020**

##### **Secretary**

- Responsible for making outgoing letters that must be issued by the organization to related parties, both the university and external parties. Then do regular follow-up on the letter.
- Responsible for making events proposal and submit the proposal to the university and then do regular follow-up until the event is approved.

## **PROJECT**

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#### **Hero For Indonesia 2019**

**November 2019**

##### **Secretary**

Hero For Indonesia 2019 is a music concert as well as a charity concert held at UPN Veteran Jakarta. This event is a collaboration between BEM UPN Veteran Jakarta and UPN Veteran Jakarta in order to welcome the 57th Anniversary of UPN Veteran Jakarta. In this event, I was the secretary. I am responsible for making each outgoing letters for this event. In addition, I was also responsible to submit every letter to the university and do regular follow-up until the letter is approved.

## **PROFESSIONAL CERTIFICATION**

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#### **Professional Certification of Human Resources Staff**

**2020 - 2023**

Institution : Professional Certification Institution of Human Resources Management "Professional"

## **ADDITIONAL INFORMATION**

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#### **SOFTWARE SKILLS**

- Microsoft Office (Microsoft Word, Microsoft Excel, Microsoft Powerpoint)
- Google (Google Docs, Google Drive)

#### **LANGUAGE SKILLS**

- Indonesian (Native Proficiency)
- English (Intermediate)