



ANDIANA EKA RIYANTO

081316938243 | andienekaaa98@gmail.com

I am a highly dedicated individual, have a passion for achievement, and have good adaptability. which allows me to face challenges with confidence. always strive to keep learning and improving to achieve common goals. I believe that tenacity and willingness to learn can contribute positively in a dynamic and challenging environment

Work Experiences

NC Galaxy Fit Club - Ruko Utama Bumi Negara Lestari,
JL.Tambak Pamarayan No.18, Kab. Serang, Banten

Apr 2022 - Oct 2022

Admin

- Consolidating > 60 sales data every day and documenting them in a detailed report
- Organizing the storage layout of > 40 products to create a visually appealing display
- Contributing to the smooth operation of company administration through timely data input and data integration
- Providing excellent service to > 60 customers every day to ensure customer satisfaction
- Serving the needs and ensuring customer satisfaction by providing regular information on > 10 products

Fastwork.id

Feb 2023 - Sep 2023

Freelancer

English and Arabic Translator

- Successfully managed 3 projects with clients with 95-98% success rate

Fastwork.id

Jun 2023 - Present

Freelancer

Poster and Flyer Design

- Successfully sold >30 projects with a fairly high success rate

Education Level

SMAS Daar el-Qolam 2 - Tangerang

Jul 2019 - Mar 2022

Senior High School in Science

SMPS Daar el-Qolam 2 - Tangerang

Jul 2016 - Jun 2019

Junior High School in Regular

Skills, Achievements & Other Experience

- **Hard Skills** : Microsoft Office (Word, Excel, Power Point), Canva, HTML, CSS, Java, PHP
- **Soft Skills:** Public Speaking, Time Management, Teamwork, Hardworking, Adapt Quickly
- **INTERNATIONAL MUN (Model United Nations)** (2021): Simulating the conference of the United Nations (UN) of various students in the world, As a delegate of the United Nations Educational, Scientific and Cultural Organization (UNESCO) from the state of Greece discussing "Ensuring Quality Education for Children", and Intership being a Brand Ambassador of IMUN Promoting the work programs of IMUN Conference and IMUN Intership online through social media
- **Asian Youth Exchange Chapter 3 Japan (PPA)** (2021): As a participant of the Asian Chapter 3 Japan Youth Exchange program organized by Event Hunter Indonesia
- **Asian Youth Exchange Chapter 5 South Korean (PPA)** (2021): As a participant of the Asian Youth Exchange program Chapter 5 South Korean organized by Event Hunter Indonesia, Focus Group Discussion (FGD) activity with theme "Achieving The Sustainable Development Goals Through Quality Education" on March 28 at UGM Yogyakarta, and Participated in the Harvard University enduring material "Voter Registration in Health Care Settings" on March 28 at UGM Yogyakarta
- **News Website Project** (2023): in Web Programming course
- **Webinars Attended** (2023): Public Speaking Learning
- **Webinars Attended** (2023): Entrepreneurship Training
- **Webinars Attended** (2023): Future Entrepreneur Summit Bandung 2023 by BEM Faculty of Social and Political Sciences