



# Denis Aridiana

*Bachelor of Public Administration*

Kedondong Kidul, Tegalsari, Surabaya

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## Personal statement

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Adaptable and highly motivated Public Administration graduate with experience working in a variety of fields, including healthcare, music education, and government. Proven ability to work independently and as part of a team, and excellent communication skills. Proficient in Microsoft Office Suite (Excel, Word, PowerPoint), spreadsheets, and Google Docs. Eager to advance career in the field of administration. Possessing strong administrative, time management, and interpersonal skills. Proven ability to manage multiple tasks, prioritize responsibilities, and thrive in fast-paced settings.

I would now like to utilise these skills, as well as the experience gained from my six years in pharmacy, and undertake a new challenge as an Administration Staff.

## Skills

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- Data Entry and Record-keeping
- English (TOEFL: 457)
- Customer Service
- Microsoft Office Suites
- Quickbooks Online
- Problem-solving
- Communication (Verbal and Written)
- Time Management

## Employment History

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### **PT. Kara Musik Akademi, General Administration, Surabaya**

*(January 2024 – Now)*

- Receive, process, and archive financial documents like invoices, receipts, and expense reports.
- Enter financial data into accounting software (Quick books Online, Spreadsheet, Ms. Excel)
- Manage office supplies, inventory, and assets with proven track record on inventory & assets management.
- Prepare and review reports on expenses, office budgets, and statistical data; organize payroll for teachers and officers salaries
- Maintain and update company databases, and organize a filing system for important and confidential documents.
- Billing tuition fees to student's parents

### **PT. Cobra Dental Indonesia, Sales Counter, Surabaya**

*(February 2023 – August 2023)*

- Managed reception area, greeted visitors, and answered inquiries, providing excellent customer service
- Complete administrative processes, including management of sales and purchase records.
- Increase sales turnover by up to 40%.

## **Internship at UPTSA (License Departement), Front Liner, Surabaya**

*(February 2019 – March 2019)*

- Provide information about SSW (surabaya single windows) procedures and requirements to the applicant.
- Handle requester requests and answer questions appropriately.
- Handling permit applications and submission of finished documents.
- Interact with internal departments to ensure a smooth workflow.

## **Education**

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### **Universitas 17 Agustus 1945 Surabaya**

*(August 2016 – September 2020)*

Public Administration, **3.61 / 4.0**

Graduated with cum laude degree, used to be Student Orientation committee during new semester on 2017 in health care team

## **Courses**

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- Practical Office Advance, Job Training Center, Surabaya (2022)
- Junior Administrative Assistant, Job Training Center, Surabaya (2020)
- Microsoft Office, Institute Pembangunan, Surabaya (2014)