

# Mochamad Arcadya Ramadhan

Jakarta, Indonesia

08190881148

Arcadyarmd@gmail.com

<https://www.linkedin.com/in/arcadya-ramadan-a80072247>

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## OFFICE STAFF

A detail oriented communication student with 2+ years of experience in handling various deals and transactions from across Asia and Europe. Currently, i'm looking for new experiences. I thrive in dynamic environments, where my adaptability and problem-solving skills shine. My commitment to continuous learning and my ability to collaborate effectively make me a valuable asset for any organization. I am excited to bring my expertise and enthusiasm to a team that values innovation and excellence.

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## KEY COMPETENCIES

Social Media management  
Strategic planning  
Client relationships

Social Media strategy  
development  
Negotiations  
Creative Thinking

Team leadership  
Communication  
Operations management

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## PROFESSIONAL EXPERIENCE

### PT. Mentari Mulya Berjangka

August 2024- October 2024

#### Marketing Intern

Accomplishments:

- Assisted in developing marketing strategies for financial products, enhancing brand awareness and customer acquisition.
- Conducted market research to identify trends and customer preferences, aiding in product development and positioning.
- Coordinated with the marketing team to create engaging content for social media platforms, improving audience engagement.
- Monitored campaign performance metrics, providing insights for optimization and future strategies.
- Collaborated with the sales team to align marketing initiatives with sales goals, ensuring a cohesive approach to client outreach.

### PT. NAS BARAKAH INTERNATIONAL

June 2021 - August 2024

#### Office Staff

Accomplishments:

- Ordered and monitored purchases, ensuring timely delivery and adherence to schedules.
- Managed the end-to-end process for 15+ shipping operations within a 12-month period.
- Coordinated with the managing director to define product specifications and requirements.
- Negotiated with suppliers to secure target prices and optimize cost savings
- Conducted inquiries with suppliers across Indonesia to identify and source quality products..
- Facilitated the shipment of product samples to overseas buyers for evaluation and approval.
- Managed and maintained the company's social media presence, ensuring timely updates and engaging content to enhance brand visibility and customer engagement.

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## PROFESSIONAL EXPERIENCE

### Splash Impex PTE LTD

July 2019 - January 2021

#### Personal Assistant

##### Accomplishments:

- Organized and scheduled appointments for management and team members
- Planned meetings with buyers and suppliers, coordinating schedules and logistics.
- Drafted and distributed email, correspondence memos, letters, faxes, and forms as needed.
- Assisted in the preparation of regularly scheduled reports, ensuring accuracy and timeliness..
- Managed the sending of documents to buyers overseas, ensuring compliance with relevant regulations and deadlines

## EDUCATION

### Universitas Nasional

2022-2026

Communication

### SMAN 40 Jakarta

2015-2018

Social Studies