



Rahmat Rizki

Biaro, Ampek Angkek Sub District, Agam Regency, West Sumatra Province | 4 November 1997 | P: +62 82389202441 | rahmatrizki2204@gmail.com | <https://www.tentangindonesia.com/author/28032/Rahmat-Rizki>

WORK EXPERIENCE

Shopee Express

3 Juli 2023 – 31 Oktober 2023

HR Recruiter

- Handle mass end to end recruitment process for Shopee Express Mitra Rider, Drivers, Admin Tracer and Operator, Sourcing, screening, selecting candidates in West Sumatra Province.
- Handle full time employee and non full time employee recruitment for Shopee Express, sourcing, screening, selecting candidates and administer onboarding sessions.
- Resolving human resource issues within the company such as employee relations, community activities, and coordinating with the Shopee Operations team to resolve issues that arise during onboarding sessions.
- General administration duties through fleet Management System, Google Sheet, and Docs.

LAB LAW

6 Maret 2023 – 30 Juni 2023

Internship Human Resources Development

- Designing and managing all reports, correspondence (SP) and performance appraisal (PA & KPI). Building and developing Law Lab HR programs such as training and large meetings.
- Responsible for planning and carrying out the end-to-end recruitment process (hiring-onboarding).
- Becoming the PIC in the Legal Secretary division with the aim of overseeing performance, accommodating aspirations, helping to find solutions and acting as a liaison between the division and the directors of the company.

Badan Pusat Statistik Kabupaten Agam

5 January 2023 – 28 February 2023

Data Processing Officer Statistics Partners

- Checking and ensuring that the number of field documents is the same as the number written in the report.
- Transferring the contents of the document into a computer database using the research application program.
- Validate documents and analyze documents with errors using the research application.
- Confirming the erroneous documents to the field supervisor or field officer.
- Achievement : Able to enter 70 documents per day and complete the monthly document entry target of 840 documents in two weeks.

Badan Pusat Statistik Kabupaten Agam

3 October 2022 – 30 November 2022

Statistical Partners Field Data Officer of the Socio-Economic Registration Project

- Collaborate with and interview the head of the Biaro Hamlet regarding the socio-economic status of the residents of the Biaro Hamlet.
- Conducting interviews and completing socio-economic data collection for approximately 270 family cards of the residents of Biaro Hamlet using a questionnaire and the Wilkerstat application.
- Checking, compiling, ensuring data collection documents and filling out reports in Google Sheets.
- Achievement of successful completion of data collection on November 15 2022 before the work contract ends.

PT. Invonesia Solusi Data

3 January 2022 – 31 March 2022

Freelance Admin Sales Project Sekolah.mu

- Provide education and sell products to customers through social media.
- Assisting the customer purchasing process and making daily sales reports.
- Monitoring data using google spreadsheet and google drive as well as meeting sales targets.

ORGANIZATION

Kerabat Relawan Peduli

June 2023 – Present

Volunteer Ruang Kita Peduli

- Look for social disparities in the surrounding environment such as neglected elderly, abandoned orphans, water crisis, inadequate Islamic boarding schools.

- Carrying out assessments of potential aid recipients, interviews and documentation.

Inisiatif Zakat Indonesia Bukittinggi

April 2023 – Present

Relawan Fundraiser

- Carrying out the process of collecting Zakat, infaq and shodaqoh in the community, whether individually as individuals or representatives of the community or institutions.
- Carrying out selection of potential aid recipients, interviews, assessments, distribution of aid and collection of documentation.

Managers of Hima Management Fekda Unand Universitas Andalas

February 2019 – October 2019

Academic Team Coordinator for Hima Management

- Initiated a new work program for the Academic Team, namely Socialization of SAPS, Thesis and Graduation Requirements.
- Become a speaker at every Academic Team event (Academic Socialization for Freshmen and Academic Evaluation).
- Collaborate with the Head of the Management Study Program to solve academic problems in the Management.

EDUCATION

Andalas University

August 2016 – April 2020

Bachelor's Degree in Economics, Management Major, Cumulative GPA 3.39/4.00

TRAINING

Training on How to Earn Income Through Blogs – Skill Academy

5 December 2022 – 31 January 2023

- Able to manage blogs, design content, create interesting, useful and quality articles.
- Able to increase reader traffic using SEO and promotion.
- Understand how to earn money through blogging using Google AdSense, affiliates, endorsements, and selling products or services.
- Achievement successfully approved by Google AdSense to place ads and the number of reader visits is 4367.

Traning English Speaking Skills Kemedikbud Of Agam Regency

10 November 2022 – 18 December 2022

- Grammar for speaking, Practice of Speaking/ Conversation.
- Debat, Joke, Team Building and Grammar for Conversation.
- Story Telling, Dictation.

Office Governance Automation Training IBTI Learning Center Bukittinggi

13 August – 12 October 2020

- Able to do mail correspondence and manage archives with problem, date and letter systems.
- Understand excellent service, petty cash management and be able to communicate verbally in English at a basic operational level.

SKILL

- Office Governance Automation : Able to perform secretarial tasks, manage petty cash, make various letters, agenda of activities and list of official trips. Have a certificate of competent expertise in the field of junior secretariat with a final score of 87.82.
- Public Speaking : Has been a speaker and moderator at the Hima Management Academic Evaluation of Fekda Unand. Able to serve customers and how to contact customers via chat or telephone. Able to conduct employee interviews and employee job evaluation interviews
- Microsoft Office : Able to operate Microsoft Word to create proposals and reports. Microsoft Excel uses the formulas If, Sum, Average, Min, Max, Vlookup, Hlookup and Count. Microsoft PowerPoint for making presentations.
- Marketing : Able to do content writing and copywriting. Own a small business of traditional cake (Kue Lumpur Kentang) in 2018 -2020. Was sold online (cosmetic reseller) in 2018.
- Report : Able to make work program proposals, events and articles. The owner of the Instagram account @updateiman_hijrah. Has a blog called kiki, writes about traveling, tips and tricks and everyday life. Freelance writer at TentangIndonesia.com <https://www.tentangindonesia.com/author/28032/Rahmat-Rizki>
- English : Able to speak English at basic operational level. Active English proficiency level. Has a toefl certificate with a score of 517.
- Database Management : Manage databases using Microsoft Excel, Google Sheets, Google Drive, Microsoft Access and SQL.
- Human Resources : Recruitment, Sourcing, CV Screening, Candidate Selection, Administration, On Boarding, Operational Team Problem Solving, Development, KPI, Reports, Leadership Ability and canvas. Able to use AI such as Chat GPT to create proposals, copywriting, Grammarly to check the grammatical structure of English and The Tome application creates presentations.

CERTIFICATE

TOEFL Prediction Test Certificate

Published By Central Course

Total Score 517

Valid : 19 November 2023 – 19 September 2025

Junior Secretary Competency Certificate

Issued by the Jakarta Competency Certificate Institute

Credential ID : 00087/SEKRETARIS/028/2020/LSK-SEKR

Valid : 27 November 2020 – Present

Office Management Automation Training Participant Certificate

Published By IBTI Learning Center Bukittinggi

Credential ID : 02761/IBTI LC/Cer-Pel/X-2020

Valid : 19 October 2020 - Present