



RIZKI MAULANA HAMID

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Sukabumi, Jawa barat, Indonesia

I am a fresh graduate of Bachelor of Management with an interest in business analysis, marketing, operations, and human resources. Active in campus organizations, he has leadership and team management experience. Rizki masters soft skills such as communication, problem-solving, leadership and teamwork, which makes him ready to contribute to supporting the company's goals and human resource development.

Work Experiences

BBPBAT SUKABUMI - Jl. Selabintana, No 37, Selabatu, Kec. Cikole , Kota. Sukabumi

Jul 2022 - Aug 2022

Internship

- Creation of Personnel Database in the creation and management of an effective and structured personnel database. These tasks include: Data Collection: Collect and verify employee data in detail, including identity, work history, position, and training track record. Database Organization and Maintenance: Organize data systematically to make it easier to search and update employee data regularly so that it is always accurate. Data Reporting and Analysis: Generate staffing data reports and analytics that support HR-related management decision-making.

BANK BRI KC. SUKABUMI - Jl. Ahmad Yani No. 38, Kota Sukabumi.

May 2023 - Feb 2024

Internship

- Customer Data Update (CIF Maintenance) in updating customer data regularly, ensuring that all information is appropriate and accurate in the CIF (Customer Information File) system. These tasks include: Data Verification and Update: Ensure customer data such as addresses, contact numbers, and other information are always updated in a timely manner. Data Accuracy Maintenance: Maintain the consistency of customer data in the system to minimize administrative errors that have the potential to disrupt services. Assisting KIPK and PIP Disbursement Services in supporting the smooth disbursement of educational aid, such as the Indonesia Smart College Card (KIPK) and the Smart Indonesia Program (PIP): Customer Document Verification: Ensure all conditions and documents for disbursement of assistance are complete according to the provisions. Assistance in the Disbursement Process: Assisting customers in understanding and carrying out disbursement procedures, including providing guidance in the process at tellers or related platforms.

Education Level

Universitas Nusa Putra  - Sukabumi, Jawa barat , Indonesia

Sep 2020 - Jul 2024

Bachelor of Managemant, 3.63/4.00

Organisational Experience

Management Student Assotiation - Sukabumi

Sep 2021 - Aug 2022

Division organizational personality development

- Formation of Organizational Culture and Ethos Building a positive organizational culture through socialization of values and increasing members' commitment to common goals. Regeneration and Regeneration Preparing cadres and training for new leadership candidates to be ready to carry out leadership roles in the future. Member Assistance and Guidance Provide individual mentoring and guidance to help members overcome obstacles and improve performance. Periodic Evaluation Evaluate member development and program effectiveness to ensure continuous progress. Relationship Management Between Members Holding team building and conflict mediation activities to maintain harmony and collaboration in the organization.

Volunter Tanggap Bencana - Sukabumi

Sep 2021 - Aug 2022

Head of Internal Division

- The Internal Division is in charge of maintaining smooth operations and harmony in the organization. Here are the main tasks:
- Administrative Management Taking care of data, documentation, and organizational administrative needs to support efficient operations.
- Internal Communication Ensure information is conveyed properly between members, strengthen coordination, and facilitate communication flow.
- Building Relationships Between Members Holding activities to strengthen relationships between members and maintain a conducive working atmosphere.
- Conflict Resolution Become a mediator in case of problems between members to maintain harmony in the organization.

Badan Eksekutif Mahasiswa Universitas Nusa Putra

Sep 2022 - Aug 2023

Ministry of Social Affairs

- The Ministry of Social Affairs is a government agency responsible for managing and developing social programs to improve people's welfare. Its main duties include:
- Social Program Development
- Develop and implement programs to help vulnerable groups, such as the elderly, people with disabilities, and underprivileged families.

- Community Empowerment
- Encouraging community participation in social and economic activities to improve the quality of life.
- Social Disaster Management
- Providing assistance and support in emergency situations, such as natural disasters and social crises.
- Welfare Services
- Provide social services that include social rehabilitation, education, and health for people in need.

Skills, Achievements & Other Experience

- **Soft Skills** (2020): Leadership, Planning, Organizing, Teamwork, Time Management, Problem solving, Communication and Negotiating, Critical Thinking.
- **Hard Skills** 📌 (2024): Microsoft Office (Word, Excel, Powerpoint)
- **Webinars Attended** 📌 (2020): ICEMAC (international Conference On Economics)
- **Webinars Attended** 📌 (2023): "International Conference On Consumer Technology and Engineering Innovation"
- **Webinars Attended** 📌 (2021): SENAKOTA (Seminar Nasional Ekonomi dan Akuntansi)
- **Webinars Attended** 📌 (2021): SENMABIS (Seminar Nasional Manajemen dan Bisnis)
- **Workshop** 📌 (2023): Workshop (Data Science Expert)
- **Workshop** 📌 (2024): Workshop Manajemen (Peningkatan Literasi Keuangan)
- **Projects** 📌 (2020): Artikel Mikroekonomi (Pariwisata Sebagai Sektor Prekonomian di Sukabumi)
- **Projects** (2021): Jurnal MSDM "Faktor-Faktor yang meningkatkan Motivasi Kerja dan Pemberdayaan Karyawan"
- **Projects** 📌 (2023): Jurnal "Peningkatan Mutu dan Kualitas Pendidikan Dengan Mengadakan AKADEMI RAMADHAN di SDN Awilarangan Desa Benjot"
- **Achievements** 📌 (2023): Penulis E-book "THE IMPACT OF THE SITUATION BEFORE AND DURING THE COVID-19 PANDEMIC ON THE STOCK PRICES OF COMPANIES IN THE TRADE, SERVICE AND INVESTMENT SECTOR IN THE TOURISM, HOTEL, AND RESTAURANT SUBSECTORS LISTED ON THE INDONESIA STOCK EXCHANGE"
- **Achievements** 📌 (2022): Penulis "WORK FROM HOME (WFH) DAN DISIPLIN KERJA TERHADAP KINERJA KARYAWAN SELAMA PANDEMI COVID-19"
- **Achievements** 📌 (2022): Presenter SENMABIS (Seminar Nasional Manajemen dan Bisnis)
- **Committee** (2020): Chairman Of the Executive Committee Of VTB 4th Anniversary
- **Committee** 📌 (2021): Chairman of The Management Excursion Executive Board (EKSMA)
- **Committee** (2022): Head Of Event Division "Gathering Management"
- **Committee** 📌 (2022): Head Of Public Relations Division "cadreship VTB"
- **Certification** 📌 (2022): Certified Public Speaking Profesional (CPSP).
- **Certification** 📌 (2023): Certified Strategic Entrepreneurial Mindset (CSEM).
- **Certification** 📌 (2023): Qualified Professional In General Affair (QPGA).
- **Certification** 📌 (2023): Certified Leadership Management Associate (CLMA).
- **Certification** 📌 (2024): Applied Microsoft Office.
- **Certification** 📌 (2024): British Council English Score
- **Certification** 📌 (2023): Tes Potensi Akademik (TPA)