

ADISTIA RAHMANIAR

+6281911953666 | adistiarahmaniarr@gmail.com | <https://www.linkedin.com/in/adistiarahmaniarr>

PROFILE

Fresh Graduate of Aquaculture, Padjadjaran University. Actively organizing on and off campus, creating and developing a project. Interested in HR, Administration, and Public Relation.

WORK EXPERIENCES

GAO Tek Inc.

Nov 2023 – Feb 2024

Human Resources Intern

- Handled job posting activities online through LinkedIn and other sites.
- Replying to applicants' emails, screening resumes, and proceeding with the hiring process.
- Handled all sourcing processes including screening resumes and head-hunting.
- Scheduled interviews with shortlisted candidates.
- Diligently send daily and weekly reports to the management.

Satuan Pelayanan Konservasi Perairan Daerah Cabang Dinas Kelautan dan Perikanan Wilayah Utara

Jun 2022 - Jul 2022

Fisheries Intern Staff

- Apply seed techniques and distribution.
- Apply techniques to conserve fish resources and the environment.
- Apply pest and disease control techniques.
- Breeding and distributing broodstock.
- Controlling seed quality through seed quality system certification.
- Conducting artificial spawning of nilem using ovaprim

UPT Balai Benih Ikan Cibiru

Jan 2021 - Feb 2021

Intern Staff

- Apply seed techniques and distribution.
- Breeding and distributing broodstock.
- Apply techniques to conserve fish resources and the environment.
- Apply pest and disease control techniques.
- Controlling seed quality through seed quality system certification.

EDUCATION

Universitas Padjadjaran - Sumedang, West Java

Aug 2019 - July 2023

Bachelor's Degree in Aquaculture, 3.55/4.00

ORGANIZATIONAL EXPERIENCE

Girl Boss Indonesia

Mar 2024 – June 2024

Finance administration

- Prepared and analyzed budgets and forecasts.
- Managed a wide range of financial tasks including accounts receivable, accounts payable, and payroll.
- Generated financial statements and other reports to support management decisions.
- Developed and maintained effective financial control systems.

Rubi Community

Aug 2023 – Dec 2023

Content beauty

- Respecting understanding of beauty influencers with the goal which is to empower, invite women to develop, and contribute significantly to the environment.

Himpunan Mahasiswa Perikanan Universitas Padjadjaran

Jan 2022 - Dec 2022

General Treasurer

- Responsible for the financial management of Himpunan and coordinated with the Secretarial Department and Financial Department total members of 26 people.
- Constructed an integrated progress tracking system for the Financial Department and carried out bookkeeping of receipts, expenses, and payments of finances.
- Achieved budget realization target (100%) and made reports on time.
- Supervised and participated in all of the Department programs and activities and coordinated with several parties related to financial and administrative matters.

Fisheries Week 8.0

Apr 2021 - Dec 2021

Event Staff

- Provides a safe work environment by following all *safety* and security procedures and rules.
- Given directions and information for more than 100 participants.
- Assist with event coordination and planning

Sumedang Social Village Project (SSVP) 2021

Apr 2021 - Dec 2021

Volunteer

- Invites to play, teach, and share with villagers Sirnarsari, Kabupaten Sumedang (more than 50)

Maritime Festival

Apr 2021 - Dec 2021

Treasurer

- Responsible for the financial management of the project.
- Carry out bookkeeping of receipts, expenses, and payments of finances.
- Coordinate with every head division about finances.
- Controlling the management of funds and distribution to each activity.
- Making periodic financial reports.
- Able to set aside money for the next period of 1 million rupiahs.

BEM Kema FPIK Universitas Padjadjaran 2021

Jan 2021 - Dec

Regeneration and Human Resources Development Department Staff

- Responsible for handling matters of optimizing the performance of FPIK students by conducting training and assessments to various parties to carry out coaching and development.
- Compiling and designing cadre strategies with programs aimed at creating the expected student resources.
- As a forum for objective problem-solving at HIMAPARI (@unpadpariwisatabahari).
- Building internal relationships and good cooperation between individuals and bureaus/departments.
- As a facilitator and catalyst for soft skills development.

School of Leadership and Managerial (SCHOLAR) FPIK Universitas Padjadjaran 2021

Aug 2020 - Mar

Head of Division Public Relationship

- Create relationships to connect between internal and/or external organizations
- Conveying complete and actual information to internal and/or external organizations
- Providing advice on the actions that the organization needs to take to deal with certain situations or conditions
- Interview for new members in the open recruitment process
- Evaluate information related to internal and external organization.
- Became a master of ceremony in the SCHOLAR event

Facilitator

- Organize, direct, and accompany new students during POLBIN (more than 300)

FPIK AWARDS

Jan 2020 - Dec 2020

Deputy Head of Division Fundraising

- Creating opportunities for fund income through business funds for the organization.
- Formulate steps and organize product marketing strategies to get feedback on the organization's external cooperation.
- Auditing incoming and outgoing funds in a neat and organized manner.
- Build cooperative relationships with each member and coordinate the division members' work plans.

Skills, Achievements & Other Experience

- **Achievements** (2021) : Won 2nd place solo vocal (agro-complex competition), padjadjaran university.
- **Skills** : Leadership, Communications, Self- Management, Public Speaking, Analysis, Negotiation, Detail Oriented, Teamwork, Training, Bookeeping, Project Management, Facilitator, Financial Analyst, Fundarising.
- **Tools** : Microsoft office, spreadsheet, canva, notion, capcut,vn .
- **Course** : Data Analytics – Revo U mini course.
- **Interest** : Aquaculture Development Program, Adminisration, bussines management,human resources, public relation, sales, research, social media analyst.