

# CANTIKA DEWI LARASATI

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## RINGKASAN PROFESINAL

I am Cantika Dewi Larasati, an active student of 5th semester, S-1 management study program, Sebelas Maret University. In the last 1 year, I have contributed to committees within the scope of the faculty and university. Discipline, responsibility, punctuality, I always prioritize in completing every job. In addition, I have competence in Microsoft Word, Microsoft Excel, Google Form, Google Docs, Google Spreadsheet, Canva, VN. Able to work together individually and in teams, have a passion for development, have high motivation, adaptable, and interested in learning new things and can utilize my abilities as evidenced by relevant courses for a career in marketing.

## EDUCATION LEVEL

**Universitas Sebelas Maret – Surakarta, Indonesia**

2022 – Now

*Undergraduate in Management, 3.63/4.00*

## WORK EXPERIENCE

**PT. Sehat Jaya Selalu – Sukoharjo, Indonesia**

Feb 2025 – Now

PT. Sehat Jasa Selalu provides valuable experience in diverse industries, including jewelry, food, and fashion. The company focuses on producing high-quality local products, emphasizing innovation, and maintaining strict quality standards.

*E-Commerce Marketing*

- Assist in optimizing products both on instagram, shopee, and stores
- Assist in recording the entry and exit of product stock
- Analyzing competitors

**Badan Keuangan Daerah Kabupaten Karanganyar – Karanganyar, Indonesia**

Jan 2025 – Feb 2025

Badan Keuangan Daerah Kabupaten Karanganyar is a regional apparatus organization responsible for managing regional finances. As an institution that has a strategic role in government financial administration, BKD seeks to improve efficiency and accuracy in financial recording and reporting.

*Accounting*

- Assist in preparing financial statements for the period 2024 for Karanganyar Distict.
- Recapitulate the financial ledger for the period 2024 for Karanganyar Distict.
- Making Notes on Financial Statements for the 2024 Period for Karanganyar Distict.

## ORGANIZATION EXPERIENCE

**PKKMB Fakultas Ekonomi dan Bisnis (@Pkkmbfebuns) – Surakarta, Indonesia**

Jul 2024 – August 2024

The Introduction to Campus Life Program for New Students (PKKMB) of the Faculty of Economics and Business, Sebelas Maret University (FEB UNS) is one of the activities that aims to be the first forum for new students within the scope of the faculty. This event is designed to introduce new students to the academic and non-academic environment at FEB UNS, as well as equip them with important information about campus life, lecture procedures, and various opportunities available during the study period.

*Perwira*

- Lead and accompany 25 new students during the orientation period within the university.
- Help direct new students in the assignments given during the orientation period.
- Being the first bridge of information for new students regarding important information during the orientation period.

**Porsema (@Porsemauns) – Surakarta, Indonesia**

Sep 2023 – Oct 2023

Porsema UNS is one of the biggest competition events in Sebelas Maret University. This event includes various sports competitions, such as basketball tournaments between faculties, futsal between faculties, badminton between faculties, and others.

#### *Sponsorship Staff*

- Create sponsorship proposals to be distributed to partners and MSME businesses
- Make a list of partners and MSME businesses that will be targeted
- As the main bridge for partners who want to help provide event funds
- Provide google form to help recap the payment of all committee uniforms

#### **Management Carnival (@Managementcarnival) – Surakarta, Indonesia**

Sep 2023 – Oct 2023

Management Carnival is an event organized by the Management Study Program with the aim of strengthening relationships between students and introducing the potential and creativity of students to the wider community. This event includes a variety of interesting activities, such as a culinary bazaar and enlivened with stand-up comedy performances that present talented comics, thus providing interesting entertainment and adding fun to all visitors.

#### *Ticketing Staff*

- Organizing and numbering seats for audience seating arrangement
- Data collection for ticket sales transactions that have been sold
- Assisting the ticket exchange process

#### **PKKMB Universitas Sebelas Maret (@Generasiuns) – Surakarta, Indonesia**

Jul 2023 – August 2023

The Introduction to Campus Life Program for New Students (PKKMB) at universities is a forum for forming new students' initial understanding of academic and non-academic life in a university environment. Through PKKMB, students are given the opportunity to get to know more about the values, culture, and systems that exist at the university.

#### *Manggala*

- Lead and accompany 30 new students during the orientation period within the university.
- Help direct new students in the assignments given during the orientation period.
- Being the first bridge of information for new students regarding important information during the orientation period.

#### **Kafeb Uns (@Kafeb\_Uns) – Jakarta, Indonesia**

Apr 2023 – May 2023

KAFEB UNS is a community with the main purpose of maintaining and strengthening the relationship between alumni of the Faculty of Economics and Business, Sebelas Maret University (UNS). This community serves as a forum for alumni to stay connected with each other, share experiences, and expand professional networks.

#### *Volunteer Registration and Information Center*

- Helped scan approximately 1000+ guest barcodes that had attended the event.
- Helped coordinate class representatives to provide information related to the continuity of the event
- Served as an information center for guests who attended the event

#### **Artefac Uns (@Artefacuns) – Surakarta, Indonesia**

Dec 2022 – Mar 2023

ARTEFAC UNS is one of the biggest events in UNS within the scope of the faculty. The event includes various sports competitions, such as basketball and futsal, which are attended by participants from high schools and the Faculty of Economics and Business (FEB) throughout Indonesia. The event ended with a closing ceremony in the form of a concert held in Solo Raya.

#### *Treasurer Staff*

- Generated more than 50 invoices for futsal, basketball, and monologue competition registrations from various schools in Solo and universities across Indonesia.
- Recorded financial expenses and income during registration.
- Assisted the ticketing division during sports competitions, monologues and at concerts.

## **SKILLS**

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- **Languages :** Indonesia (Proficient), English (Intermediate)
  - **Soft Skill :** Teamwork, Time Management, Leadership, Responsible, Problem Solving, Discipline
  - **Hard Skill :** Microsoft Word (Proposal, Create Documents); Microsoft Excel (Graphics); Google Docs; Google Spreadsheet (Data Collection); Google Form (Survey, Quiz); Canva (Power Point, Proposal, Feeds Design); VN (Photo & Video Editing)