

# RIZKYA MAYLA

Jakarta | +6285776518377 | maylarzky@gmail.com | www.linkedin.com/in/rizkyamayla

A 7th-semester Agribusiness student at Syarif Hidayatullah State Islamic University Jakarta with high motivation and a strong passion for event management and community development. Experienced in organizing and supporting various events, including cultural festivals, musical productions, and professional expos, with proven expertise in coordination, communication, and audience management. Skilled in program planning, stakeholder collaboration, ticketing, ushering, and crowd control. Adaptable and committed to delivering impactful programs while fostering meaningful relationships with participants, partners, and communities. Eager to further develop expertise in event organization and community development.

## Education Level

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**Universitas Islam Negeri Syarif Hidayatullah Jakarta**  
*Bachelor Degree in Agribusiness, 3.67/4.00*

Sep 2021 – Oct 2025 (Expected)

## Work Experiences

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### PT. Manda Flora – South Tangerang, Indonesia

Marketing Intern

(Feb 2024 – Mar 2024)

Company supplying and renting quality indoor plants in office and business areas.

- Followed up on client chats effectively using the Qontak application, ensuring timely and professional communication.
- Conducted detailed research on customer segmentation and targeting strategies to support marketing campaigns.
- Coordinated production and delivery of more than 5 types of ornamental plants weekly to meet client demands.

### Muslimahdaily.com – West Jakarta, Indonesia

Client & Partnership Intern

(Aug 2023 – Nov 2023)

Information platform and agency providing updates on lifestyle, beauty, entertainment, and fashion.

- Compiled and updated daily lists of over 30 potential partners for collaboration opportunities.
- Analyzed partner needs and profiles to develop customized sales strategies and strengthen partnerships.
- Managed and recapped more than 147 KOL (Key Opinion Leaders) data, ensuring timely follow-ups and adherence to campaign schedules.

## Organizational Experiences

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### Kejar Mimpi Tangerang by CIMB Niaga

Head of Program Officer

(Mar 2024 – Jan 2025)

- Designed and implemented program activities tailored to organizational goals and community needs.
- Developed rundowns, Terms of Reference (TORs), and talking points, and consistently participated in event discussions.
- Fostered effective collaboration with internal and external stakeholders to support successful program execution.
- Led the team to successfully organize 7 impactful programs, enhancing community engagement.

### Young On Top Jakarta

Program Division

(Aug 2022 – Dec 2022)

- Planned and executed internal and external programs, ensuring detailed program designs and seamless execution.
- Established and maintained relationships with media and community partners for strategic collaborations.
- Acted as the person in charge for 2 external programs, managing logistics and stakeholder communication.
- Successfully executed 4 programs, driving organizational objectives and participant satisfaction.

### Department Student Association, Agribusiness UIN Jakarta

Staff of Interest, Talents, and Creativity Division & Secretary Division

(May 2022 – Dec 2022)

- Organized activities focusing on talent development and supervised 4 Semi-Autonomous Institutions (SAI).
- Drafted and finalized essential documents such as activity reports, minutes of meetings, and TORs for all events.

## **Volunteer Experiences**

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### **Pesta Inklusif – Central Jakarta, Indonesia**

Usher

(Des 2024)

Annual event to celebrate Disability Day under the auspices of Konekin.

- Warmly welcomed more than 500 visitors and direct visitors to the event venue.
- Responsible for maintaining order and providing information about event to visitors.
- Managed crowd control effectively and organized visitor queues to maintain event flow.

### **Isyana Sarasvati ‘Lost In Harmony’ A Decade Lice Concert – Central Jakarta, Indonesia**

Usher

(Nov 2024)

Solo concert by singer Isyana Sarasvati to commemorate 10 years of her career.

- Welcomed more than 1.000 audience in the category CAT 2A and directed the audience to seats according to their ticket numbers.
- Ensure and check that all audiences enter according to their ticket category.
- Controlling the crowd and providing information related to the event.

### **Indonesian Dance Festival – Central Jakarta, Indonesia**

Usher

(Nov 2024)

An international contemporary dance festival held for 5 days with various activity such as masterclass, discussion sessions, and dance performances by local and international artists.

- Welcomed more than 2.000 audience and directed the audience according to their seat numbers.
- Check audience wristbands ticket according to the intended session.
- Controlling the crowd and managing the queue of audience.

### **Livin’ by Mandiri Gamers Festival – Central Jakarta, Indonesia**

Cashier Top Up

(Sep 2024)

An event aimed at game lovers and the e-sports community in Indonesia by Bank Mandiri to support the creativity of young people while building a competitive spirit among the digital generation.

- Greet visitors who come to the Arcade Booth in a friendly manner and explain the technicalities of the game.
- Performed top-up points for more than 1.500 visitors using the mPOS tool and provided activity receipts.
- Manage the flow of visitor queues so that they are orderly and comfortable.

### **BUNEX 2024 by Direktorat Jenderal Perkebunan – South Tangerang, Indonesia**

Equipment Crew

(Sep 2024)

BUNEX 2024 is the Indonesian Plantation Expo held by Direktorat Jenderal Perkebunan as a forum for developing business and entrepreneurship for UMKM in Indonesia.

- Prepare all the equipment and needs during the BUNEX 2024 event.
- Make sure and prepare more than 3.000 goodie bags for BUNEX 2024 participants for 3 days.
- Ensure and record incoming and outgoing goods according to records.

### **Sharing Time Ustadz Hanan Atakki – South Jakarta, Indonesia**

Facility

(Jul 2024)

Islamic study sessions by Ustadz Hanan Atakki organized by Ayah Amanah Event Organizer, attended by 1.800 participants per session.

- Distributed pens, notebooks, mineral water, and shoe covers to 1.800 participants per session, ensuring seamless distribution.
- Directed participants efficiently to the ballroom and maintained orderly entry.
- Acted responsively to address participant needs and ensure smooth event execution.

## **Skill & Other Experiences**

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- **Hard Skills :** Microsoft Office Suite, Google Tools, Conference calling software.
- **Soft Skills :** Problem-solving, communicative, initiative and multitasking, time management, team work.
- **Achievements :** Moderator at Online Class Career & Self Development Cakap x YOT Jakarta.
- **Achievements :** Moderator at Seminar “Anti Bullying” KKN UIN JKT x DP3A.