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# PORTFOLIO

PRESENTS BY :

**Aisyahindi Shakira Rizkillah**

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Office Administration & Secretary  
Content Strategies  
Marketing & Business Development  
Project Managing



shakirasr7@gmail.com

2025

# GET IN TOUCH WITH ME,

## **AISYAHINDI SHAKIRA RIZKILLAH**

English Language & Literature Student  
Universitas Islam Negeri Jakarta

Aisyahindi Shakira is a person who has huge interests in administration, communication, marketing, illustration & design, writing realm, and social activities. She is currently student of English Language & Literature, yet she enjoys to explore other particular skills to extend other position for duties, quickly learn and adapt in every environment. She surely have faith to anotate herself a responsibly, cooperative, and confidently could take a more of self - improvement.

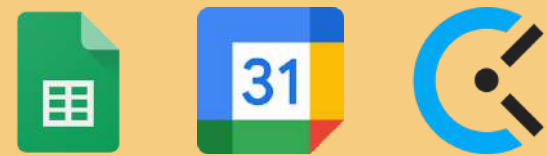
Office Administration & Secretary  
Content Strategies  
Marketing & Business Development  
Project Managing



# TOOLS

# INTERESTS SKILLS

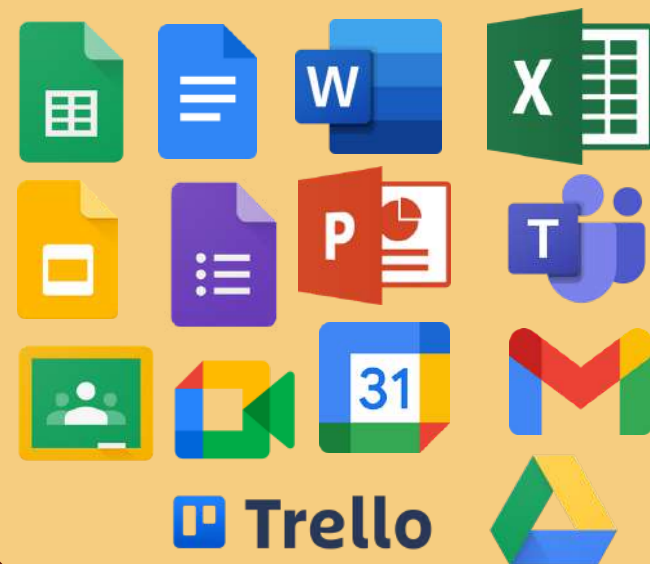
## Planning, Schedule & Track



## Design & Editing



## Working Strategies



## Research & Analytics



## Helpers & Inspirates



## Interest

- Administration & Secretary Duties
- Content Strategies
- Copywriting
- Marketing & Business Development
- Negotiation & Pitching
- Public Speaking & Host Live Streaming
- Team Management

## Skill

- Administration
- Creative & Innovation
- Public Speaking
- Time Management
- Negotiation & Influence
- Team Leading & Working
- Problem Solving

# MY BACKGROUND

## Education



**Universitas Islam Negeri  
Syarif Hidayatullah Jakarta**

2021 - 2025

Accepted via SNMPTN 2021

English Language and Literature



**SMK Negeri 10 Jakarta**

2018 - 2021

Otomatisasi dan Tatakelola  
Perkantoran

## Working & Intenship Experiences



**PT SOLUSI ANAK NEGERI  
(PAJAKIND)**

2024 - Present

Marketing & Business Development  
Intern



**PT BEPOP INTERNASIONAL  
INDONESIA**

2023 - OG

Marketing Host Live Streaming Staff

**PT AMZ Global Pratama**

2024

Administrative Assistant  
& Project Manager Internship



**TB LOGAM MURAH**

2024

Copywriting Internship



**PERUM PERUMNAS**

2020

Marketing Administrative Assistant



**PT WIKA REKAYASA KONSTRUKSI**

2019 - 2020

Human Capital Administrative Assistant



## **Projects**

### **Freelancer Artist & Designer of @Brusheshas.project & @Faceby.Brushesha**

On Going

- Working on any artworks commission such as traditional painting, digital illustration, technical drawing, face painting, design (infographic, poster, etc).
- Already working up to 70 commissions along 2023 - 2024.

## **Organizational Experiences**

**Staff Komunikasi dan Informasi Himpunan Mahasiswa Sastra Inggris UIN Syarif Hidayatullah**  
2022

### **English Literature, Linguistics & Cultural Studies Research Article Project**

2021 - On going

- **Literature Analysis**

- 1.Revealing Displacement Behavioral In Short Story "The Ostrich" By Leila Aboulela (2023)
- 2.Unveiling Patriarchy in Hagar Poems by Mohja Kahfs (2024)

- **Linguistics Analysis**

- 3.Body Shape Standards in Brand Femme, Flimty, and WRP Advertisement "Low-Calorie Drink" : A Multimodal Analysis (2024)

- **Cultural Analysis**

4. The Representation of "High Class Identity" Culture on Fashion Brand "Wearing Klamby" Impulsively Buying for LifeStyle (2024)

### **English Literature Department's Annual Event Crew**

#### **Pekan Olahraga Bersama Sastra Inggris**

2021 - 2022

Kominfo Staff

#### **English Literature Department Festival 2022**

- Sponsorship Staff
- Master Ceremony of ELD Fest's Seminar "How To Be Global While Being Nationalist" with Lecturer, Mr. Akhmd Zaki, M.Hum

### **Events Crew**

2021 - 2022

- Assistant Supervisor at Big Bang Fest 2021 & 2022, Jiexpo Kemayoran
- Assistant Supervisor at Indonesia Melukis 1000 Wajah, December 2022, Taman Mini Indonesia Indah



# HOW I WORK AS MARKETING & BD

at PT Solusi Anak Negeri (PajakInd)

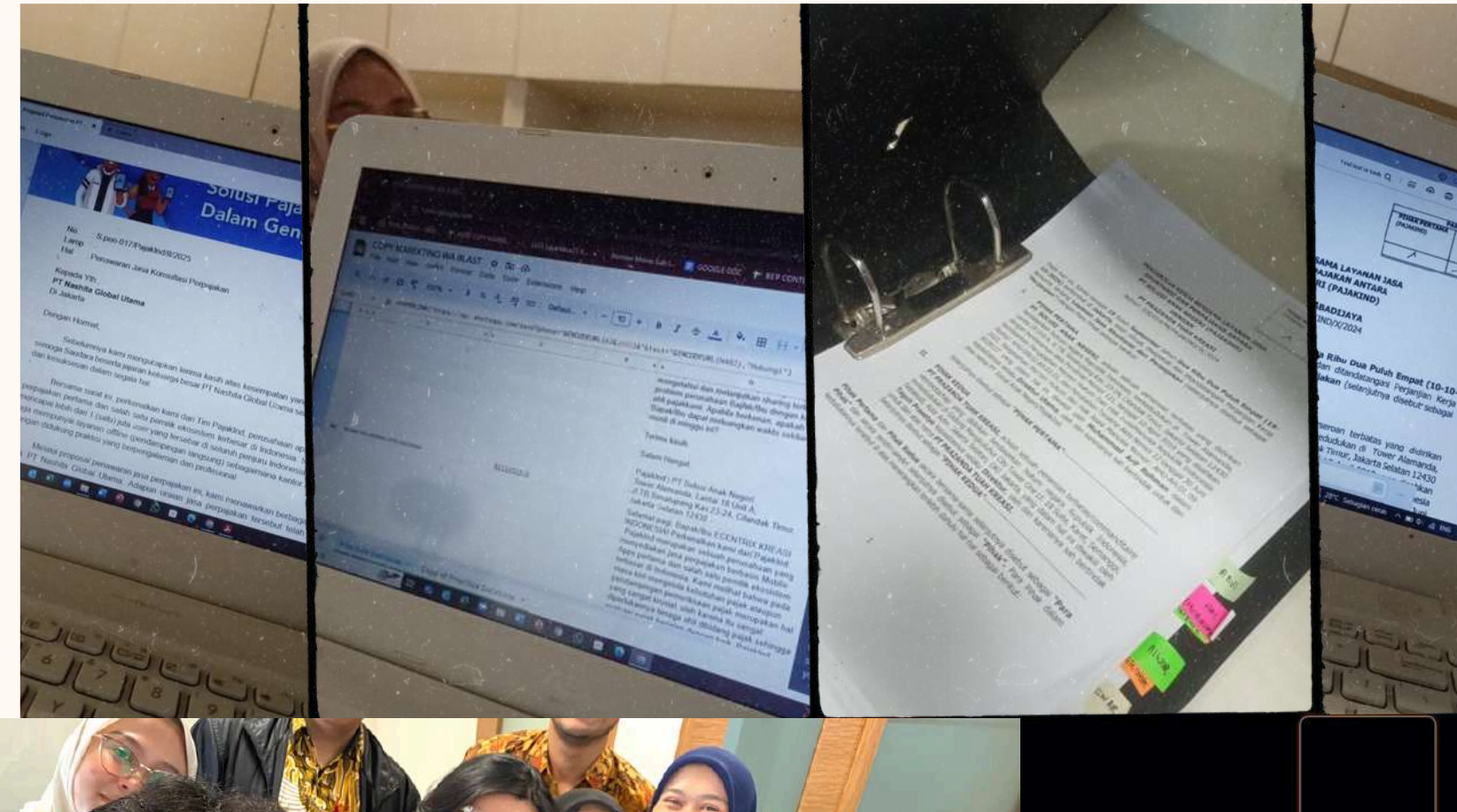
## Job Description

- Fostered strong relationships with clients, ensuring effective communication and tailored solutions
- Conducted regular client meetings, presentations, and negotiations to drive business growth
- Ensured timely and professional communication, resolving client queries and concerns
- Created and disseminated marketing materials, including business proposals, joint work agreements, and meeting minutes
- Managed and maintained accurate records, reports, and archival systems
- Provided actionable insights and recommendations to senior management, informing business strategy and growth initiatives

### Tools



## DOCUMENTATIONS





# HOW I WORK AS HOST LIVE STREAMING

at PT Bepop Interntional Indonesia

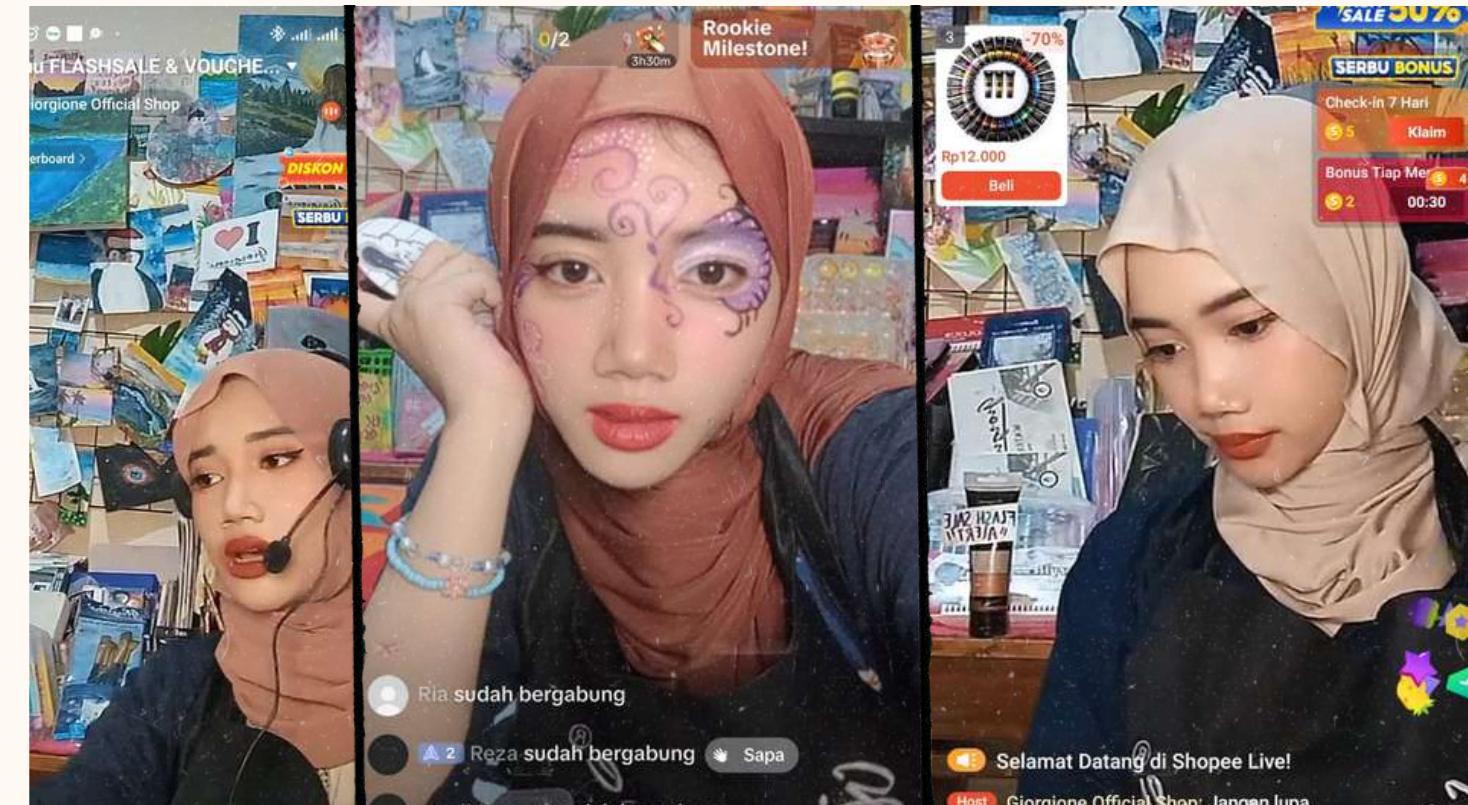
## Job Description

- Handling live streaming selling in Shopee & Tiktok
- Influencing, promoting & informing audiences to purchase products related
- Painting & illustration demonstration using Giorgione's Art Supplies products
- Responsibly for achieving monthly sales target
- Received more than Rp. 150.000.000 sales income for a year
- Reports & evaluates daily selling income

## Tools



## DOCUMENTATIONS



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Sales		DATE
Rp617,335		2024/09/26
20.30-00.00 am shopee tiktok		
Sales		DATE
Rp155,494		2024/09/27
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Sales		DATE
Rp286,669		2024/09/29



# HOW I WORK AS COPYWRITER

at Toko Bangunan Logam Murah

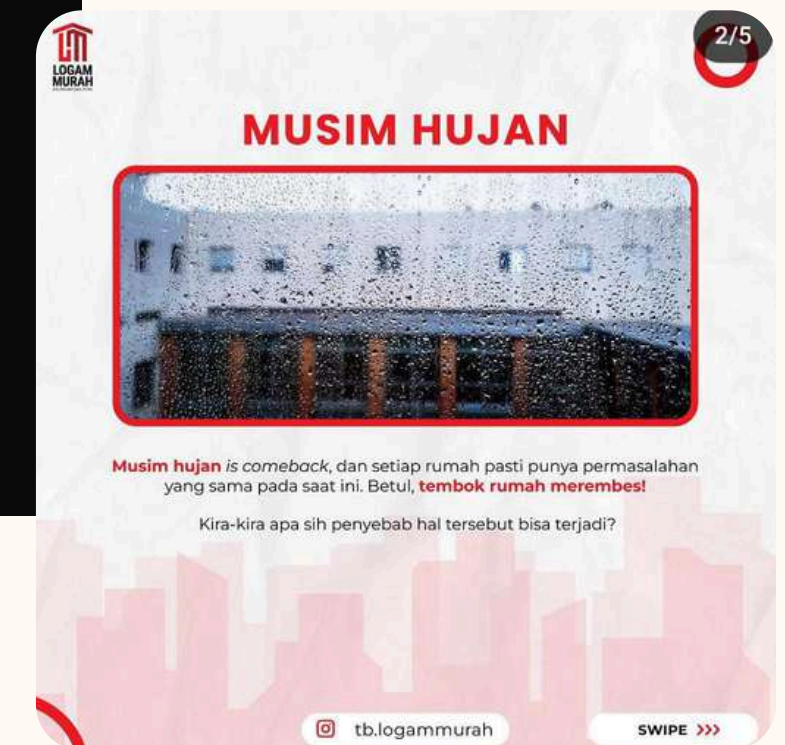
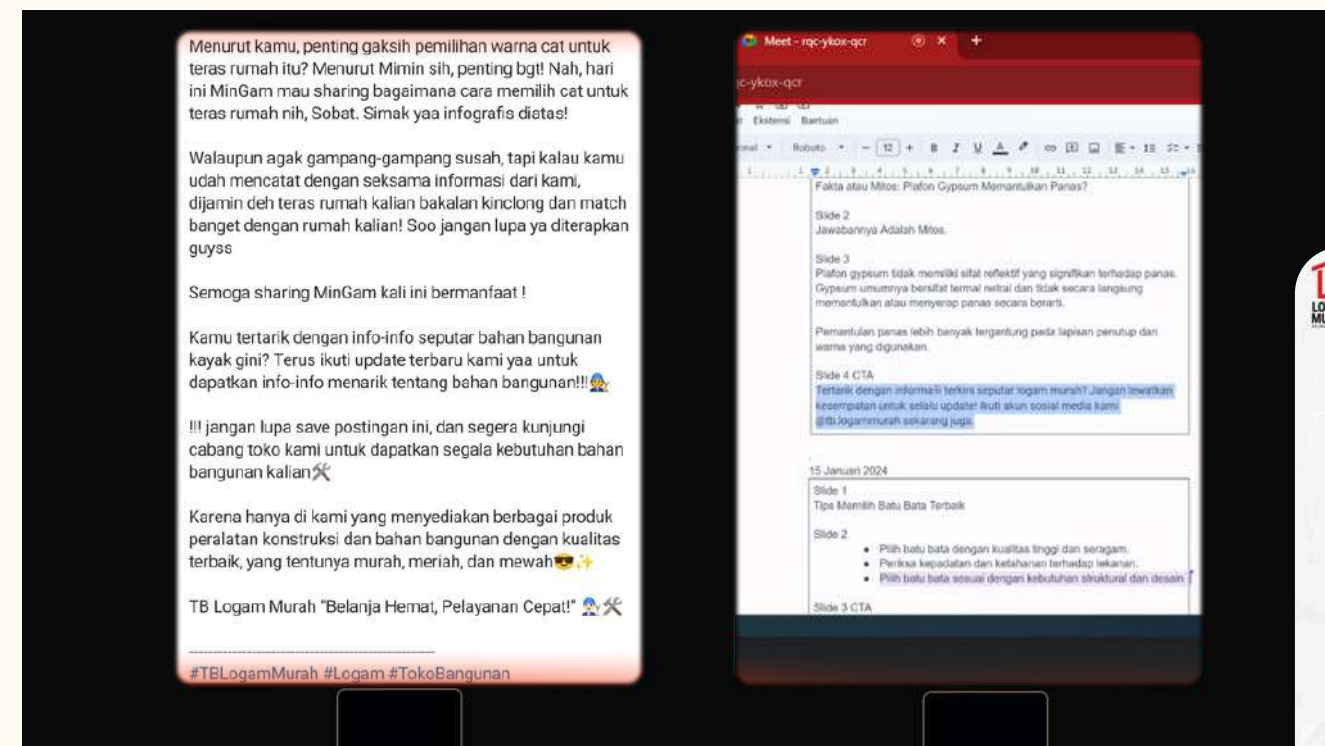
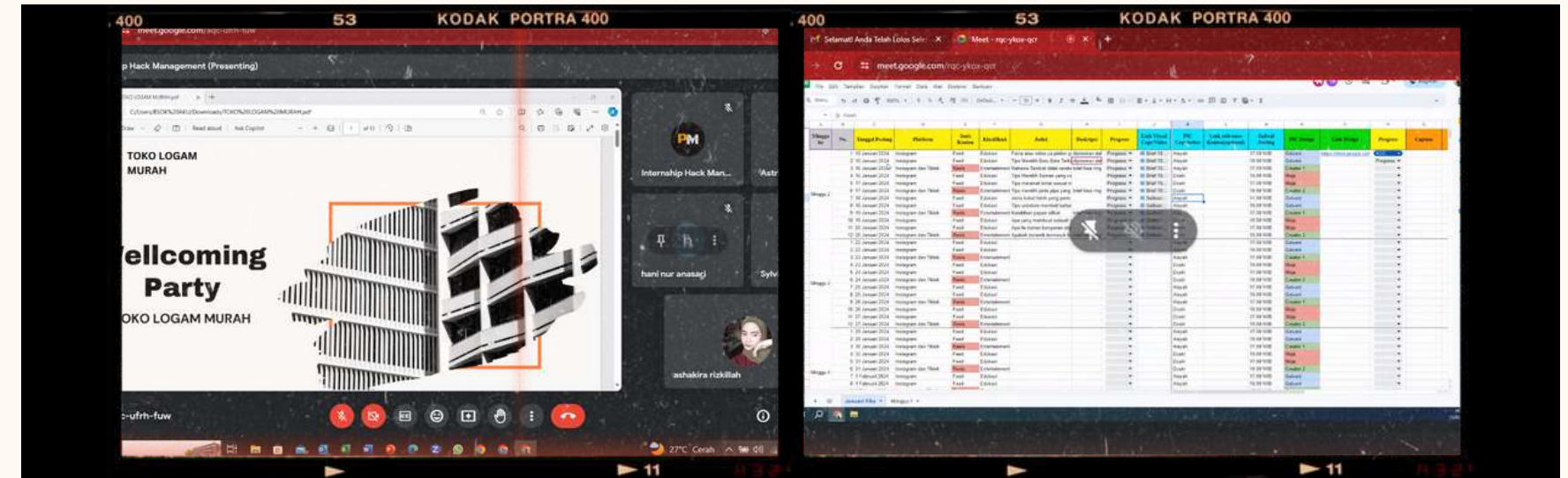
## Job Description

- Analyse the writing plan
- Manage the content writing plan
- Write, revise, and edit copywriting for content & marketing necessity
- Working the spreadsheet writing plan for copies, coordinated with social media division
- Make sure the copy ideas are reached to finally upload the contents on Instagram (infographic design copy & caption copy)

## Tools



## DOCUMENTATIONS





# HOW I WORK

## AS ADMINISTRATION & PROJECT MANAGER INTERN at PT AMZ Global Pratama

### Job Description

- Handles financial report for tax report required
- Handles annual tax report data (SPT)
- Arranges company profile for marketing and promotion required
- Handling human resources activities;
- Handling entire internship project of divisions progresses & works
- Revise & discuss content plans and copy
- Handling meeting routine & session 1 on 1 schedule
- Communicate, reminding & handle scoring for intern

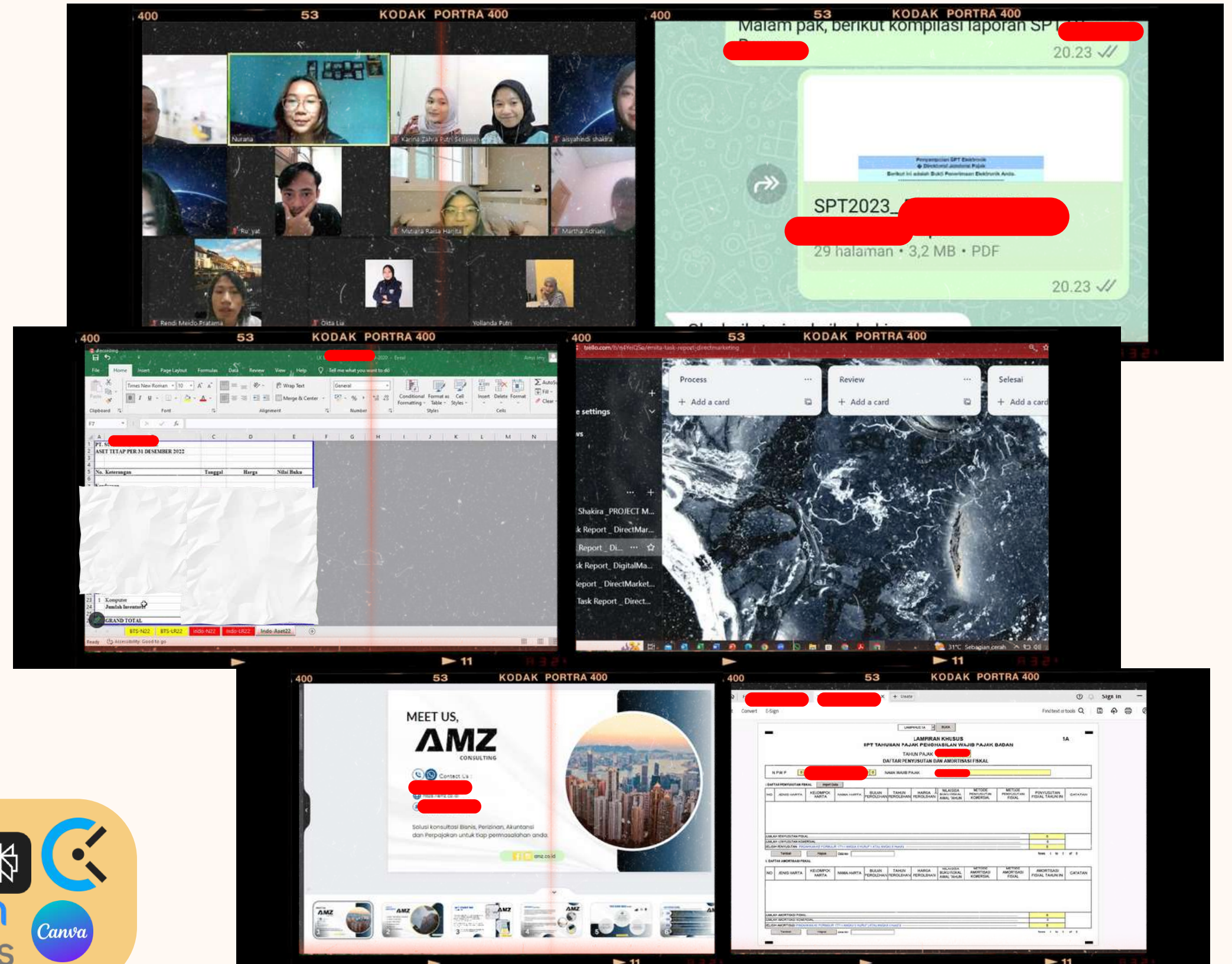
#### Tools



#### Tools



## DOCUMENTATIONS





# PROJECTS

## ARTIST AND DESIGNS

### @BRUSHESHA'S PROJECT - FREELANCE

#### What I do ?

- Working on any artworks commission such as traditional painting, digital illustration, technical drawing, human anatomy, face painting, design (infographic, poster, etc), video making (introduction, vlog, contents)
- Already working up to 70+ commissions along 2023 - 2024
- Dedicated to help others commiss their requisite or desire artworks

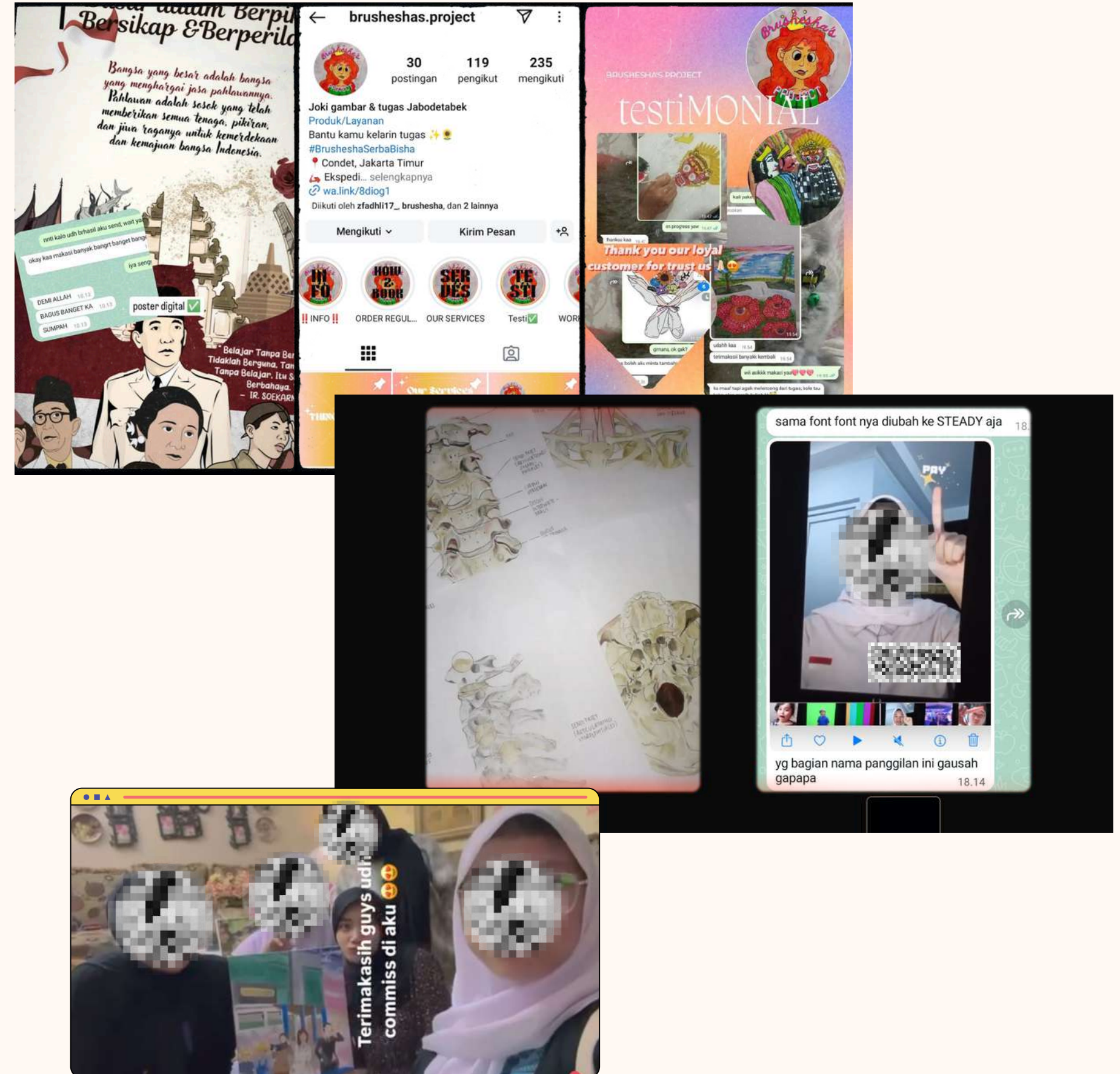
#### Tools



#### Platforms



## DOCUMENTATIONS





# PROJECTS

## ARTICLES FOR UNIVERSITY

### English Literature, Linguistics & Cultural Studies Research Article Project

#### A. Literature Analysis

- Revealing Displacement Behavioral In Short Story "The Ostrich" By Leila Aboulela (2023) SCORE = 85
- Unveiling Patriarchy in Hagar Poems by Mohja Kahfs (2024) SCORE = 80

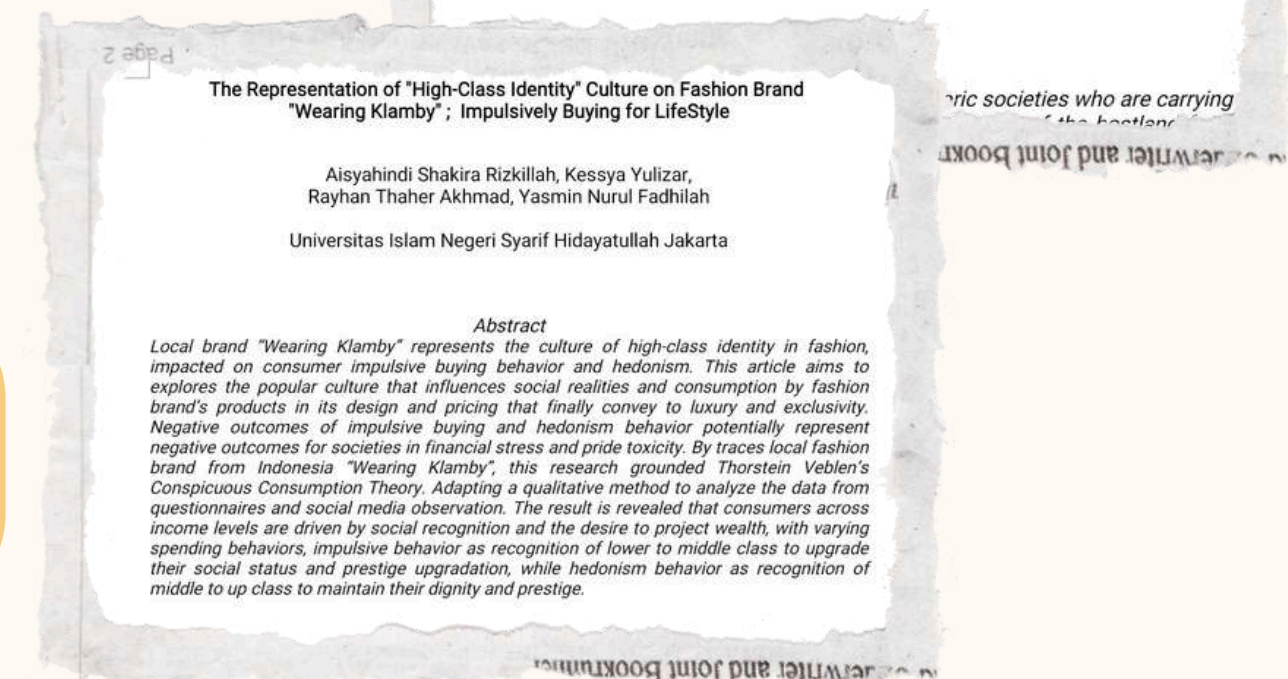
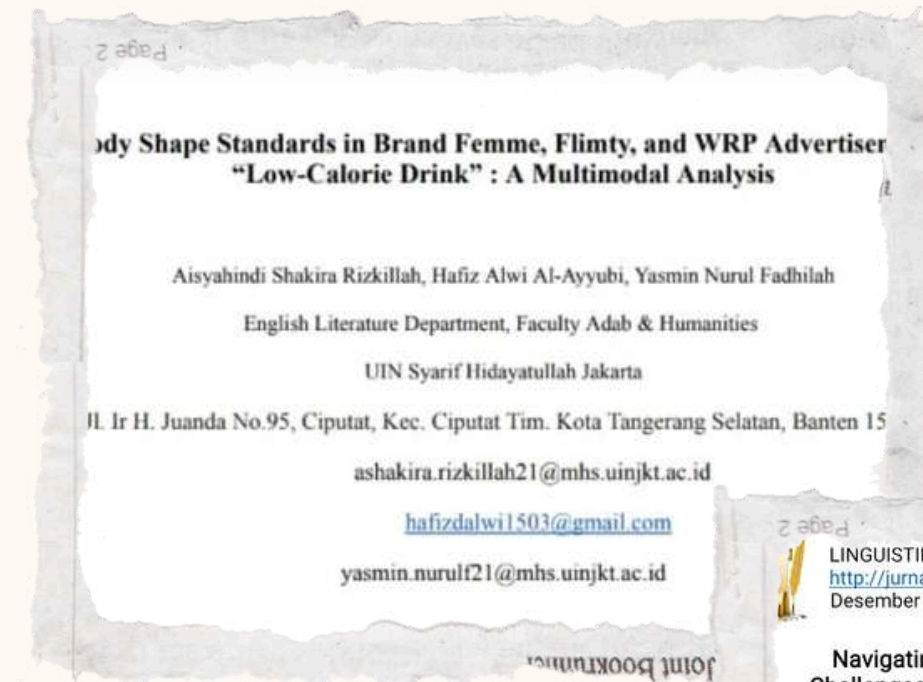
#### B. Linguistics Analysis

- Body Shape Standards in Brand Femme, Flimty, and WRP Advertisement "Low-Calorie Drink" : A Multimodal Analysis (2024) SCORE = 70

#### C. Cultural Analysis

- The Representation of "High Class Identity" Culture on Fashion Brand "Wearing Klamby" Impulsively Buying for LifeStyle (2024) SCORE = 86

## DOCUMENTATIONS





# ORGANIZATIONAL EXPERIENCES

## English Literature Department's Annual Event Crew

### Pekan Olahraga Bersama Sastra Inggris

2021 & 2022

Kominfo Staff



## English Literature Department Festival 2022

- Sponsorship Staff
- Master Ceremony of ELD Fest's Seminar "How To Be Global While Being Nationalist" with Lecturer, Mr. Akhmd Zaki, M.Hum



## Events Crew

2021 - 2022

- Assistant Supervisor at Big Bang Fest 2021 & 2022, Jiexpo Kemayoran
- Assistant Supervisor at Indonesia Melukis 1000 Wajah, December 2022, Taman Mini Indonesia Indah



## Sales Representative

November 2024

SIAL Interfood Exhibition 2024, held at Jiexpo, Kemayoran.

This international event provided an exhilarating experience, exposing me to a diverse and dynamic environment.

As a premier exhibition for the food and beverage industry, SIAL Interfood attracted approximately 1,200 participants, 100 companies, and representatives from 25 countries.

The event's primary objective was to facilitate connections among F&B exhibitors, traders, and partners, fostering business growth and collaboration.





CONNECT &  
COLLABORATE  
WITH ME



*Aisyahindi Shakira R*  
✉ shakiras7@gmail.com  
ADMINISTRATION & MARKETING  
ENTHUSIAST



<https://www.linkedin.com/in/aisyahindi-shakira-926868227>



shakiras7@gmail.com



@hindishakira