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## ABOUT ME

I'm Goes Rizky Apriadi Nurramadhan, I'm still studying Informatics and currently undergoing my final semester at Pembangunan Jaya University. I have work experience from 2010 until now. Last work experience was as Personal Assistant to the Main Director at PT. Tirta Surya Raya (Thai Oil Group). I have an interest in a career as General Affairs or Personal Assistant/VA and IT.

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## ABILITIES & COMPETENCIES

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|--------------------------|----------------------|
| • Microsoft Office       | • Event Management   |
| • Data Management        | • Project Manajement |
| • Calender Management    | • JavaScrib          |
| • Email Management       | • CSS                |
| • Meeting Management     | • HTML               |
| • Traveling Management   | • MySQL              |
| • Outsourcing Management | • Photoshop          |
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## WORK EXPERIENCE

### PT. TIRTA SURYA RAYA (Tangerang, Indonesia)

Personal Assistant ( November 2020 – until now)

- Monitor superior emails regarding reporting and provide responses if necessary.
- Prepare communications on behalf of superiors.
- Answer telephone calls on behalf of superiors.
- Organize travel and travel plans for superiors.
- Organize and plan meetings on behalf of superiors.
- Make meeting minutes.
- Perform or prepare any files that may be required by superiors.

- Maintain all digital files and records for ongoing projects.
- Assist in creating and distributing meeting minutes for monthly meetings and other meetings.
- Send and retrieve business-related correspondence files in nearby geographic areas.
- Work with the administration team to create spreadsheets and presentation information for various meetings.
- Set up conference rooms for presentations and staff meetings.

### **PT. Megapolitan Tbk (Jakarta)**

General Affair Officer ( Septemeber 2018 – Maret 2020)

- Procurement of Goods
- Manage Payments and Purchases
- Ensure payment of workers
- Maintain Assets/Inventory
- Managing Company Renovations
- Management of Branch Office Opening
- Prepare Administrative and Licensing Requirement

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### **EDUCATION**

#### **Universita Pembangunan Jaya(final semester)**

- S1 Informatics – IPK 3.12

#### **SMKN 29 JAKARTA**

- Department of Avionics Electrical Instruments.
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### **CERTIFICATE**

#### **Habiskerja**

- Advance Virtual Assistant – 21 Nov 2023

#### **Dicoding**

- Cloud Practitioner Essentials (Learn AWS Cloud Basics) – Mar 16, 2023
- Learn Basic Data Visualization – 14 Jul 2023
- Getting Started Programming with Python – Jul 25, 2023
- Learn Basic Structured Query Language (SQL) – 30 May 2023
- Learn DevOps Basics – Oct 17, 2023
- Learn Web Programming Basics – 16 Nov 2023