RESUME

PERSONAL DETAIL

Full Name	: Goes Rizky Apriadi Nurramadhan
Gender	: Male
Date of Birth	: April 6th 1989
Place of Birth	: Jakarta
Nationality	: Indonesia
Religion	: Islam
Address	: Perum. Andrawina, Blok A no. 3, Pamulang Barat, Tangerang
Phone/Mobile	: 081315793006
Email	: goesrizky1989@gmail.com

EDUCATION BACKGROUND

2019 - Persent	: S1 Informatika, University Pembanguna Jaya (Last Step thesis)
2005 – 2008	: SMKN 29 Penerbangan
2002 – 2005	: SMPN 29 Jakarta Selatan
1996 – 2002	: SDN Pesanggrahan 03 Pagi

WORKING EXPERIENCE

1. **Merpati Airlines – Trainee (September 2007 – January 2008)**

   Job Description:
   - Service and repairing airplane instruments
   - Report of incoming or outgoing goods in aircraft spare parts
   - Testing the battery and the generator on airplane and workshop
   - Installation of airplane components

2. **Nokia Care Center – Customer Service (March 2010 – April 2011)**

   Job Description:
   - Claim and Service
   - Replacing mobile phone spare parts
   - Respond to customer's complaint

WORKING EXPERIENCE

3. Mata Wisata – Supervisor Tour Planner (Mei 2011 – Mei 2016)

Job Description:

- making plans and offering tour packages, open trips and following up with customers
- serving order requests and questions from customers
- providing information about company products to customers properly and clearly
- renovating accommodation, transportation, restaurants, tickets for tourists.

4. PT. Marga Cipta Selaras – General Affair Officer (August 2016 – August 2017)

Job Description:
- General Affair Oficer

  o BPJS Correction/Complaints
  o Office Licensing Letters
  o Bareskrim Voting
  o Office Asset Maintenance (Motorcycles, Cars)
  o Take care of STNK/Number Plate Extensions
  o ATK stock

- FA(TAX and AP Support)

  o Tax reporting
  o Billing Letter Collection

5. PT. Indomobil Ekspres Truk – GA Purchasing & Operations (December 2018 – December 2019)

Job Description:
- Pruchasing Officer

  o Inventory Control
  o Stock Take
  o Making PR, PO, GR by System
  o Vendor search min 3

- Operational Officer

  o Procurement of Petty cash at branches and Headquarters
  o Arranging official travel for airline bosses and hotels
  o Looking for logistics for goods delivery

WORKING EXPERIENCE

   - General Affair Officer

- Procurement of ATK

- Maintenance of office inventory assets

- Monitor the Branch Building

- Extend letters

6. **PT. Megapolitan – GA Officer (March 2020 – April 2020)**

   Job Description:
   - Procurement of ATK

   - Carriage of vehicle documents

   - Monitoring Buildings

   - Making PR by System

7. **PT. Tirta Surya Raya – Personal Assistant (October 2020 - Present)**

   Job Description:

   - Act as first person contact.

   - Manage daily schedules like, organize important meetings and gatherings.

   - Prepare for travel or service needs such as transportation and accommodation.

   - Remind superiors about important tasks and due dates.

   - Prepare important documents, such as reports, presentations and correspondence.

   - Manage database and filing system.

   - Liaising with staff, coworkers, and clients.

   - Other tasks to support superiors such as completing several governance reports company in matters of a legal nature (ensuring that the business/business being carried out has` comply with laws and regulations).

STRENGTH / SKILL

- **Social Skill and Competences**:

1. Diligent and punctual
2. Easy to adapt to new environments
3. Able to work individually and in groups
4. Able to work under pressure
5. Fast Learning

- **Computer Skill and Competences:**

• Microsoft Office	• Event Management	• Outsourcing Management
• Data Management	• Project Manajement	• Photoshop
• Calender Management	• JavaScrib	• MySQL
• Email Management	• CSS	• Traveling Management
• Meeting Management	• HTML	

SERTIFIKASI

Sertifikat KLA Arsitektur (Universitar Gunadarma – 2015)

Sertifikat "General English Intermediate Levels" (Yayasan Arief Utomo – 2008)

Sertifikat Program Keahlian "Electrical Avionic" (SMK N 29 Jakarta – 2008)

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

Kampus Merdeka

- Web Development & UI UX Design – Mar 16, 2023