


RESUME

PERSONAL DETAIL	
Full Name	: Goes Rizky Apriadi Nurramadhan
Gender	: Male
Date of Birth	: April 6 th 1989
Place of Birth	: Jakarta
Nationality	: Indonesia
Religion	: Islam
Address	: Perum. Andrawina, Blok A no. 3, Pamulang Barat, Tangerang
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EDUCATION BACKGROUND	
2019 - Present	: S1 Informatika, University Pembangunan 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) <u>Job Description:</u> <ul style="list-style-type: none">- 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) <u>Job Description:</u> <ul style="list-style-type: none">- Claim and Service- Replacing mobile phone spare parts- Respond to customer's complaint	

WORKING EXPERIENCE

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

Work:

- -General Affair
 - BPJS Correction/Complaints
 - Office Licensing Letters
 - Bareskrim Voting
 - Office Asset Maintenance (Motorcycles, Cars)
 - Take care of STNK/Number Plate Extensions
 - ATK stock
- - FA(TAX and AP Support)
 - Tax reporting
 - Billing Letter Collection

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

Work:

- - Purchasing
 - • Inventory Control
 - • Stock Take
 - • Making PR, PO, GR by System
 - • Vendor search min 3
- - Operational
 - • Procurement of Petty cash at branches and Headquarters
 - • Arranging official travel for airline bosses and hotels
 - • Looking for logistics for goods delivery
- - GA
 - • Procurement of ATK
 - • Maintenance of office inventory assets
 - • Monitor the Branch Building
 - • Extend lettersr

WORKING EXPERIENCE

5. PT. Megapolitan – GA Officer (March 2020 – April 2020)

work:

- Procurement of ATK
- Carriage of vehicle documents
- Monitoring Buildings
- Making PR by System

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

work:

- 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 Medeka

- **Web Development & UI UX Design**