

Galang Rizky Arridho

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A graduate of Vocational High School 5 Jakarta majoring in Mechanical Engineering with a strong interest in technology. Passionate about learning new things, currently exploring web building, and proficient in basic Microsoft Word and Excel. Highly motivated, adaptable, and eager to grow in dynamic environments. Able to work independently or in a team, with good communication skills and a strong willingness to continuously develop new skills in line with technological advancements.

Internship Experience

DESEMBER 2023 – SEPTEMBER 2024

Warehouse Helper

As a Warehouse Helper, I am responsible for organizing and arranging goods, maintaining the condition of inventory, and ensuring the cleanliness and orderliness of the warehouse area. I also handle data entry for incoming and outgoing items, and assist in transporting goods within the warehouse.

DESEMBER 2023 – SEPTEMBER 2024

Office Administrator

As an Office Administrator, I am entrusted with several administrative tasks assigned by my supervisor, including managing attendance records by creating and compiling employee attendance data. I also prepare delivery notes (surat jalan) for outgoing projects and handle the creation of official handover documents (BAST) to ensure accurate tracking and project completion verification.

Skills

Management and inventory of goods • Arrangement and maintenance of warehouse goods • Office administration • Filing and preparation of administrative reports • Laser Cutting • Lathe • Word • Excel • Teamwork • Basic techniques of HTML, CSS & JAVASCRIPT

Education

MEI 2025

Vocational high school 5

83.03 GPA • Teknik Fabrikasi Logam Manufaktur