

ANDIKA MAHESA SAPUTRA

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A professional with over 2 years of experience in marketing, customer service, and graphic design. Skilled in using Microsoft Office, CorelDRAW, and other design applications. Known for accuracy, strong communication skills, and a customer-oriented mindset with high responsibility.

WORK EXPERIENCE

PT. ISS Indonesia – General Service Sumbang

Feb 2022 - Present

- Managed tasks related to office and workplace cleanliness.
- Ensured smooth administration and office operations.
- Welcomed and assisted more than 10 customers daily while supporting customer service in solving client issues.

CV. Pancaran Motor – Marketing

Jan 2021 – Jan 2022

- Promoted automotive products through various marketing channels.
- Provided consultation to clients on suitable automotive products.
- Assisted customers at exhibition showrooms.
- Built and maintained communication with clients to increase recommendations.
- Prepared administrative reports for vehicle orders (SPK).

PT. Indosat – Sales Force

Apr 2020 – Jan 2021

- Promoted company products directly to potential customers through effective communication and negotiation.
- Achieved monthly target by bringing in more than 25 new customers within one month.
- Provided product consultation and assisted customers in making purchase decisions.

CV. Arjuna Padang – Desain Grafis & Operator

Aug 2018 – Mar 2020

- Assisted both offline and online customers using CorelDRAW.
- Served more than 10 customers daily, ensuring customer satisfaction.
- Operated digital printing machines and monitored print quality.

PENDIDIKAN

Universitas Terbuka - Bachelor's Degree in Communication Science

2022 – Present (Ongoing)

KEAHLIAN

Hard Skill

- Negotiation
- Digital Advertising
- Qualitative Research
- Logo Creation

Soft Skills

- Persuasive Communication
- Creativity & Innovation
- Consistency & Responsibility
- Teamwork

Tools

- Microsoft Office
- CorelDRAW
- Canva
- Capcut
- Photoshop

Bahasa

- Indonesian (Fluent)
- English (Basic – Intermediate)

ORGANISASI

- Scout (2013 – Present)
- LP3I Student Ambassador (2019 – 2020)
- OSIS – Coordinator of Academic, Arts & Sports (2016 – 2018)
- Chairman of Muhammadiyah Student Association (2014)