



RAENDY ANDHIKA

CONTACT

+62 857 1902 5613
raendy.elvicar@gmail.com

ABOUT ME

I am the person who skilled in planning, organizing, mapping out schedule and agenda. Furthermore, i am always notice about details and not taking interpretive decision. I can also working individually or groups.

EDUCATION

UNIVERSITAS INDONESIA

2017 – present | Information System

SMA NEGERI 2 DEPOK

2013–2016 | MIPA

ORGANIZATIONAL EXPERIENCE

2019 CULTURAL MISSION OF UNIVERSITAS INDONESIA MANAGER OF LOGISTICS DIVISION

- Taking responsibilities to provide the needs of dance properties and training facilities
- Organizing the team for helping create new dance properties
- Manage property storage

2018 BADAN EKSEKUTIF MAHASISWA FASILKOM UI STAFF OF SECRETARY

- Tasked to maintain database of contact person from external parties
- Gathering updated data of standard operational procedures from each division
- Organization of files

2018 WISUDA GANJIL FASILKOM UI STAFF OF EVENT DIVISION

- Providing script for Master of Ceremony
- Communicating the information needed with other divisions for making the MC's script

SKILLS

Web Development	<div><div></div></div>
Photoshop	<div><div></div></div>
Microsoft Office	<div><div></div></div>
Hardworking	<div><div></div></div>
Teamwork	<div><div></div></div>
Communication	<div><div></div></div>