



ROY BABUL RIZKI

LIBRARY SCIENCE STUDENT

QUOTES

"Gain trust"

"Be less to get more"

CONTACT



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EDUCATION

TK Al-Hikmah Bengkulu
SD Negeri 20 Depok
SMP Negeri 4 Depok
SMA Negeri 2 Depok

SKILLS

- Exceptional communication and networking skills
- The capability of installing and running software
- The ability to operate Microsoft Office
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results

ORGANISATION EXPERIENCE

Karang Taruna

JUN 2019 - JAN 2020

- Maintained and organized numerous office files
- Constantly updated the company's contact and mailing lists
- Monitored ongoing marketing campaigns
- Monitored press coverage

Pemuda Masjid

JUN 2018 - JUN 2019

- Handled the company's online presence – regularly updated the company's website and various social media accounts
- Monitored ongoing marketing campaigns
- Prepared presentations for prospective clients