

Apriandhy

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## ▪ DETAILS ▪

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## DATE / PLACE OF BIRTH

Jakarta / 07-04-1996

## NATIONALITY

Indonesian

## SKILLS

Microsoft Office

Corel Draw

Photography

Writing

Drawing

Communication

Administration

## HOBBY

Writing, Traveling, Photography,  
Reading, and Arts

## LANGUAGE

Bahasa Indonesia

English

## 📄 SUMMARY

Graduated from vocational schools majoring office administration in 2014. Have 3 years of work experience on administration and warehouse management. Currently continuing his education at Pamulang University. Able to type with 10 fingers and use Microsoft Excel formulas. A disciplined and fast learner person. Interested in art and creativity.

## 📁 EMPLOYMENT HISTORY

### 1. Admin & Inventory (Storekeeper)

*Tendencies Store ( CV. Dekatama )* – April 2015 to November 2016  
<https://www.10dencies.com/>

1. The most diligent employee in December 2015.
2. Reduces the number of lost items by 12%.
3. Maximizing customer traffic data to improve promotional and marketing activities.
4. Reduces the percentage of undisplayed items to increase sales.

### 2. Admin & Inventory

*Bonanza ( PT. Great Giant Livestock )* – May 2017 to June 2018  
<http://bonanza-beef.co.id/>

1. Reducing the difference between data and physical goods by 100%..
2. Item loss rate at 0%.
3. Reduce complaints and increase customer satisfaction by 30%.
4. Maintain good relationships with customers.

## 🎓 EDUCATION

### 1. Dharma Karya Vocational High School — *Office Administration*

2011 to 2014

### 2. Pamulang University — *Bachelor Degree of Management*

2017 to *present*

## 🏆 ACHIEVEMENT

1. Being one of the representatives for the Drill Comands (PBB) on the high school and vocational level competitions held by the Indonesian National Police Headquarters.
2. Second place in the manga (Japanese comic) drawing competition held by Budi Luhur University in 2014.

## 👤 INTERNSHIPS

### 1. PT. PLN Persero — *One Month Period*

### 2. Kantor Perpustakaan dan Arsip Kota Administrasi Jakarta Selatan — *Two Months Period*