

Candidate 3

Objective

I'm a Bachelor of Accounting from Jenderal Soedirman University who has experience in managing micro online business for nine years. Someone who is dedicated and organized with experience in managing inventories, orders handling, and customer service. By regularly maintaining simple financial records and market trend analysis, I have successfully increased my gross income by 10000% and gaining 4,96/5,00 rating from 490 reviews in Shopee. I'm currently looking for remote job that is related with administrative tasks in order to apply the skills I have learned from my study and store-managing experience.

Education

BACHELOR | 2013-2017 | JENDERAL SOEDIRMAN UNIVERSITY

- Major: Accounting
- GPA : 3,73/4,00
- Actively participated in various committee activities.
- Actively involved as a member of the faculty-level English Club and was subsequently appointed as a member of the Advisory Board.
- Actively competed in various English News Casting competitions from faculty level to international level and won several awards.
- Actively served as a teacher and judge for various English News Casting competitions and successfully mentored one student to become a professional newscaster.
- Became one of the octofinalists in the Asian English Olympics' Newscasting Competition.
- Became one of the recipients of the Entrepreneurship Student Program at the university in 2016.

Experience

OWNER | GRIYA ALMADEERA ONLINE STORE | APRIL 2015 - PRESENT

- Starting the business by selling women fashion in Instagram and successfully increased the net income by 1000% within one year by increasing store awareness in Instagram.
- Successfully gaining 4,96/5,00 rating in from 490 reviews in Shopee by processing the orders and resolving customers' problems in a timely fashion.
- Successfully maintain good relationship with trusted suppliers by having 0% cancelled pre-order stuffs caused by late payment and enlisted as trusted customer for years.

SOCIAL MEDIA MANAGER | IBU TANI MAJENANG | JULY 2024 - PRESENT

- Successfully created new business logo with more peppy design.
- Increasing brand awareness by making exciting and informative contents in Instagram and Facebook.

CO-FOUNDER | NOBIBOOK | JANUARY 2016 - JUNE 2018

- Managed to create a proper simple financial report for Student Entrepreneurship Program report and evaluation.

- Maintained to create notes on each order as evaluation material so as to successfully reduced error in production and increased customer satisfaction.
- Succeeded in analyzing market needs and providing new services that increasing revenue.

Certifications

TOEFL ITP

- Score : 550. Issued by Speaking Partner on July 2024. Number : 2878/143817/1317/VII/2024. Valid until July 2026.

ENGLISH SPEAKING LEVEL (ONLINE)

- Level : C1 (Advanced). Issued by SmallTalk2Me on July 2024. Number : 9a3cfe6e.

VIRTUAL ASSISTANT CLASS : EARNING MONEY FROM HOME

- Issued by Habiskerja.com. Number 02415/VA/2 23. Valid until 2028.

TYPING TEST (ONLINE)

- Issued by DOJO.com. Result : Fast (Speed : 45 WPM, Accuracy :98%, Time Taken : 01:00)

Skills

HARD SKILL

- English
- Social Media Managing
- E-commerce Managing
- Order Processing
- Accounting
- Bookkeeping
- Administration
- Virtual Assistance

SOFT SKILL

- Communication
- Management
- Teamwork
- Organization
- Attention to Detail

SOFTWARE SKILL

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|-------------|-------------|-------------|
| • Canva | • Facebook | • Shopee |
| • Capcut | • Notion | • Tokopedia |
| • E-Nota | • Shopify | • FreshBook |
| • CorelDraw | • Mailchimp | • Sally |
| • Instagram | • Wordpress | |