**RIZKY ADITYA**

rizky.aditya@email.com . 0812-3456-7890 . linkedin.com/in/rizkyaditya . Jakarta, Indonesia

Detail-oriented and organized Administrative Officer with 3+ years of experience managing documentation, coordinating internal operations, and maintaining efficiency in daily business activities. Strong proficiency in MS Office Suite, data entry, and internal communication.

**KEY EXPERTISE**

* Administrative Support
* Data Entry & Database Management
* Document Control
* Microsoft Excel & Google Sheets
* Scheduling & Calendar Management
* Internal Coordination
* Report Preparation
* Email & File Management

**PROFESSIONAL EXPERIENCE**

Administrative Officer

PT Sumber Makmur Sejahtera, Jakarta Jan 2022 – Present

* Managed documentation and archiving for over 1,000 records monthly using Google Drive and SAP
* Assisted in preparing monthly operational reports and internal memos
* Scheduled and coordinated internal meetings and maintained department calendar
* Ensured accurate data entry of inventory transactions and delivery records

Administrative Assistant

CV Nusantara Logistik, Bekasi Jul 2020 – Dec 2021

* Performed daily data entry for logistics operations using MS Excel
* Maintained accurate records of incoming and outgoing documents
* Supported finance team in invoice preparation and vendor correspondence

**EDUCATION**

Diploma in Business Administration

Politeknik Negeri Bandung, Indonesia (2017 – 2020)

GPA: 3.68 / 4.00

**CERTIFICATIONS**

* Microsoft Office Specialist (Excel) – 2022
* Administrative Skills for Office Professionals – Coursera, 2023