



Muhammad Helmi Fareka
Bachelor Of Business Management
Education

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EDUCATION

2010 -2013 SMAN 2 Cimahi
 2013 -2017 Universitas Pendidikan Indonesia
Majoring in Business Management of Education GPA 3.29 of 4.00

ACHIEVEMENT

- 2014 - Runner Up In Futsal Competition PORSENI Cup Universitas Pendidikan Indonesia
- 2016 – The Winner in Futsal Competition PRESDIR Cup Business Management Education

STRENGTH

- Organizing and Planning
- Communications Skills
- Relationship Management
- Management Skills
- Inventory Control
- Creative Thinking
- Presentation Skill
- Commitment
- Strategic planning
- Discipline
- Good Time Management
- Team Leadership
- Mentoring
- Human Resource Management

TECHNOLOGICAL SKILLS

- Microsoft Office
- Adobe Photoshop
- Adobe Lightroom
- Adobe After Effects
- Adobe Premiere
- SPSS Statistical Software
- Internet

LANGUAGE

- Indonesia
- English

SUMMARY

I graduated fresh graduate from Indonesia University of Education majoring in Business Management Education, I have an internship experience in the field of humanitarian, administration, educator or trainer. I am interested in human resource management, economics, finance, business development within a company. leadership and communication skills that I really want to develop, but I keep learning new things in other areas

ORGANIZATIONAL EXPERIENCE

- **Member Of** - Business Management Education Student Association 2014 – 2016
- **Vice Chairman Of** – Capstone Auto Community 2015 - 2016

VOLUNTEER EXPERIENCE

Dec 2016 – Feb 2017 KKN Tematik Desa Cisurat
 LPPM UPI

Description:

KKN Cisurat Village, Wado Subdistrict, Sumedang District do social activities in the community and rearrange the Cisurat Village School post flood Jatigede lake

WORK EXPERIENCE

Jul 2016 – Nov 2016 Cost Administration Teacher (Internship)
 Vacational Highschool Sangkuriang 1 Cimahi

Teaching subjects consisting of financial planning, from lending planning, revenue, expenses, and payments. Preparing daily, weekly, monthly and annual financial reports Managing cash, starting from opening accounts, determining deposits, managing cash, handling payments on liabilities and making records of cash transactions Managing credits by arranging bills Maintaining securities, one of which is like signing a check Working together in preparing financial administration policy with other related sections in accordance with the vision and mission of the company.

Nov 2017 – Dec 2017 BKD Administrator
 Business Management Education

Archive and arrange systematic report of Lecturer Workload to be submitted to Assessor.

Jul 2017 – Dec 2017 Human Resource Management Research
 PT. Bank Rakyat Indonesia Cabang Cimahi

Research about impact career development and working environment to job satisfaction.

The Career Development Indicator is: And Job Satisfaction Indicator is:

- | | |
|-----------------------|---------------------------|
| 1) Assessments, | 1) The work itself |
| 2) Coaching programs, | 2) Pay |
| 3) Skills training, | 3) Promotion opportunitie |
| 4) Job shadowing | 4) Supervision |
| | 5) Coworkers |

The Working Environment Indicator is:

- 1) Physical Environment
- 2) Psychosocial Environment

CERTIFICATE

- **The Languages Center of Indonesia University of Education** - The Proficiency Tes of English for Other Speaker of Languages (PTESOL). Score 457. Aug 2017 – Aug 2019
- **Business Management Education** - Kuliah Kerja Lapangan (Recognize Indonesian Culture). Apr 2017 - May 2017
- **Promrex Parahyangan** - Seminar Sukses Sejak Dini dari Bisnis Properti. Mar 2017
- **ASEAN** - Peningkatan Daya Saing Industri E-Commerce Indonesia Menghadapi Persaingan Di ASEAN. Jun 2016
- **Business Management Education** - Public Speaking Event “Speak Up Your DNA Character” Mei 2016
- **Kreasinerigi** - The Golden Triangle of English Learning Principles. Nov 2015
- **Sensa Hotel** - Workshop Implementasi Manajemen Hotel dan Table Manner. Feb 2015
- **Business Management Education** - Syariah Edupreneur EXPO 2014” dengan tema “Digital Sharia Business Goes to MEA 2015. Nov 2014
- **Indonesian Business School** - Membangun sukses Di Perusahaan Nasional & Multinasional. Sep 2014
- **Business Management Education** – Creativepreneur. Apr 2014
- **Business Management Education** - Talk Show Syariah Edupreneur EXPO dengan tema “Become Sparkling Generation Of Syariah Edupreneur”. Nov 2013