



MELIANICA HARDIAWAN

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Bandung, Jawa Barat

I am a fresh graduate majoring Bachelor Degree in management with a concentration on human resource management at Widyatama University with GPA 3.79 . I am an enthusiastic, reliable, responsible and self-motivated person. Possess knowledge in human resources planning and development, and have organizational experience in manage finance. Highly dedicated to developing new skills and adaptable to all challenging situations. I am keen to persue a career in human resources management as well as finance.

Work Experiences

Inade Coffee Eatery - Jl. PH H Mustofa No.57 Bandung, Indonesia
Barista

Dec 2021 - May 2022

- Remember more than 30 drink menus and make 50-100 orders per shift as per customer customization.
- Record orders including offers of 5 types of food menus and monthly promotions.
- Responsible for managing daily operating cash flow

Education Level

Widyatama University - Jl. Cikutra No.204 A Bandung, Indonesia
Bachelor Degree in Management, 3.79/4.00

Sep 2018 - Mar 2022

- Journal Internasional published in RIGEO: "Surveillance Studies (Trace Study) On Alumni S1 Study Program Management Faculty Of Economic and Business Widyatama University" ISSN: 2146-0353
- Certificate of Accomplishment: Completed the SAP Course SAP01 (from SAP University Partnership Program)
- Foundation PPA Scholarship (2020-2021)

SMA Negeri 13 Bandung - Jl. Raya Cibeureum No.52 Bandung, Indonesia
Sains

Jul 2015 - Jun 2018

Organizational Experience

Investment Gallery - Widyatama University
Human Resouce and Development

Aug 2020 - Oct 2021

- Recruiting, supervising, and developing the potential of human resources in the investment gallery members
- Learn how to invest long term
- Learn investment products

Business Comunity Development - Widyatama University
Finance Division

Sep 2018 - Oct 2019

- Responsible for managing business comunity development finances
- Manage data from members Business Comunity Development
- Public Relation of event "Festival Bisnis Utama" at Widyatama University 2019

Additional Information

- **Skills:** Time management, Decision making ability, Teamwork, Fast Learner, Adabtability, Communicative, Creative
- **Software:** Microsoft Word, Microsoft Excel, Microsoft Powerpoint, System Application & Product, and System Application & Product Human Capital Management
- **Interest:** Human Resources Management, Finance, Public Relation
- **Languange:** Bahasa Indonesia, English Languange