



# CANTIKA CAHYANI

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Jl. Cijerokaso RT.05/RW.01, Kelurahan Sarijadi, Kecamatan Sukasari, Kota Bandung

Education Administration graduate from Indonesian University of Education, who always expand experiences and knowledge. A well-rounded person who has an interest in the Administration field and competent in MS Office. Also known as an hard-working person and have a high responsibility. Looking for job opportunities that provide opportunities to develop into a professional career.

## Work Experiences

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### PPSDM Aparatur Kementerian ESDM - Bandung

Feb 2022 - May 2022

#### Education and Training staff

Institutions that carry out human resource development in the fields of leadership, management, and administration.

- Assist in the process of implementing education and training such as being a co-host
- Helping in terms of administration

### PPSDM Aparatur Kementerian ESDM - Bandung

Oct 2021 - Dec 2021

#### Human Resource Competency Development Staff

Institutions that carry out human resource development in the fields of leadership, management, and administration.

- Assist in the process of implementing education and training such as being a co-host
- Helping in terms of administration
- Classify training certificate
- Make a cover letter for training certificate

### PPPGL Kementerian ESDM - Bandung

Jan 2017 - Apr 2017

#### Personnel Staff

Institutions that have responsibility in the field of marine geology.

- Help to archive files
- Create and record incoming and outgoing mail
- Other administrative work

## Education Level

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### Indonesia University of Education - Bandung, Indonesia

Aug 2018 - Aug 2022

Bachelor Degree in Education Administration, 3.87/4.00

### SMKN 1 Bandung - Bandung, Indonesia

Jul 2015 - May 2018

High School Diploma in Office Administration, 88.00/100.00

## Organisational Experience

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### BEM KEMA FIP UPI - Bandung, Indonesia

Jul 2020 - Apr 2021

#### Secretary of the Entrepreneurship Division

- Responsible for all of the division's administrative document to ensure the division's perform optimally
- Collaborate across multi-division to support administrative work in organization

### BEM HMD Administrasi Pendidikan FIP UPI - Bandung, Indonesia

May 2020 - Mar 2021

#### Secretary of the Communications and Information Division

- Responsible for all of the division's administrative document to ensure the division's perform optimally
- Collaborate across multi-division to support administrative work in organization
- Person in charge of organizational database

### BEM HMD Administrasi Pendidikan FIP UPI - Bandung, Indonesia

May 2019 - Mar 2020

#### Secretary

- Responsible for all of the division's administrative document to ensure the division's perform optimally
- Collaborate across multi-division to support administrative work in organization

## Skills

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- **Soft Skills:** Analytical Thinking, Logical Thinking, Teamwork, Integrity, Responsible, Friendly, Honest, and Conscientious
- **Hard Skills:** Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Canva