



MUTHIA VALERINA RAMADHANI SJAMPUTRI

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Jl Jatayu Dalam II No 7, RT 01/RW10, Bandung, Jawa Barat

I am a fresh graduate from Bandung State Polytechnic, majoring in Business Administration who is looking for opportunities and work experience. I am a creative and reliable person. In addition, I have communication skills, planning skills, problem solving and leadership skills, as well as the ability to optimize workflows to maximize work engagement.

WORK EXPERIENCES

PT Ciaruga Sinergi Indonesia - Indonesia

Aug 2021 - Oct 2021

Product & Marketing Intern

PT. Ciaruga Sinergi Indonesia is a service provider and procurement company for several business sectors that focus on it. Our company is engaged in training, certification, technical and management consulting services, product testing, manufacturing (panel maker, batching plant, chiller, compressor), civil and construction, HVAC, IT and telecommunication.

- Monitor and forecast marketing trends.
- Finding out the effectiveness of marketing programs and strategies.
- Design and evaluate data collection methods such as surveys, questionnaires, and polls.
- Collect data about consumers, competitors and market conditions.
- Turning data findings into tables, graphs, written reports that are easy to understand.
- Prepare reports and present results to management.
- Conduct market research and collect data to help companies market their products.

PT Bank Pembangunan Daerah Jawa Barat dan Banten Tbk – Indonesia

Jan 2023 – Mar 2023

Division of Subsidiary Companies Management Intern

bank bjb is a state-owned bank owned by the Provincial Government of West Java and Banten headquartered in Bandung.

- Assist employees in the creation or input of documents (letters, memos, etc.).
- Register incoming and outgoing documents.
- Manage and store document archives.

EDUCATION LEVEL

Bandung State Polytechnic – Indonesia

Aug 2019 - Aug 2023

Bachelor of Applied in Business Administration, 3.75/4.00

- Relevant Coursework: Business Accounting, Data Analysis for Business, Financial Management, Human Resources, Sales & Marketing

ORGANISATIONAL EXPERIENCE

Himpunan Mahasiswa Administrasi Niaga - Indonesia

Mar 2021 - Sep 2021

Youth Staff Student Resource Development Department

- Responsible for designed and implementing programs related to the development of student resources at HMAN.
- Carry out the regeneration process at HMAN.

Himpunan Mahasiswa Administrasi Niaga - Indonesia

Sep 2021 - Mar 2022

Senior Staff Student Resource Development Department

- Responsible for designed and implementing programs related to the development of student resources at HMAN.
- Deputy chairman in charge of the 2020 AN AMBASSADOR agenda.
- Recruiting youth staff for Student Resource Development Department HMAN.

Polban Trader Community – Indonesia

Mar 2022 – Dec 2022

Design Staff

- Responsible for making designs for all POLTRACOM activities.
- Coordinate with the concept department.
- Using innovation to define information in the form of interactive designs.

CERTIFICATES AND OTHER ACTIVITIEE

- Certificates : Microsoft Office Specialist: Excel Associate (Office 2019).
- Honors & Awards :
 - (2021) 3rd Runner Up Puteri Kebudayaan Jawa Barat, Puteri Kebudayaan Jawa Barat Best Personality.
 - (2022) Mahasiswa Berprestasi Bidang Akademik Tertinggi di Program Studi pada Tahun Akademik 2021/2022.

