



# MAULIDHA RAHMAWATI

## PROFILE

I am a determined and hard-working individual who is friendly, approachable, and easy to understand. I consistently show a strong eagerness to learn new things and possess excellent listening skills. With a proactive attitude, I always strive to deliver outstanding results in every task and responsibility I undertake, aiming to contribute positively in both individual and team settings.

## WORK EXPERIENCE

### Administration — PT. Pratama Project International

February 2023 – March 2024

- Manage office files and documents, assist in scheduling meetings.

### Finance — Haiseng Group, Philippines

February 2022 – January 2023

- Handle cash flow and manage financial transactions.

### Partnership Specialist — PT. Rentique Teknologi Global

February 2020 – January 2022

- Manage influencer & merchant partnerships, analyze monthly trends.

### Customer Service Specialist — PT. Rentique Teknologi Global

July 2018 – February 2020

- Handle customer inquiries, data input, and sales reporting.

### Customer Specialist — Makui Tax Institute

December 2017 – June 2018

- Customer service and call handling, follow-up and reporting.

### Digital Marketing — PT. Central Cipta Kemakmuran

January 2017 – November 2017

- Manage online marketing channels, prepare sales reports.

### Marketing Executive — PT. Urfarm Teknologi Indonesia

January 2016 – January 2017

- Handle partnerships, create marketing plans, support HR.

### Export and Import Administration — PT. Come Best WHI

March 2014 – September 2014

- Manage export-import invoices and data entry.

## SKILLS & LANGUAGES

### Skills

- Proactive and Assertive
- Strong Time Management
- Proficient in Microsoft Office
- Digital Marketing (Social Media Management)

### Languages

- English
- Spanish
- Korean

## CONTACT

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## EDUCATION

- STMIK NUSA MANDIRI - COMPUTER SCIENCE (2016 - 2018)
- PRIMAGAGANDA HOME SCHOOLING - SOCIAL STUDIES (2014)
- KOREAN COURSE YPPSDI GLOBAL - KOREAN LANGUAGE COURSE & KOREAN CULTURE ORIENTATION (2022)

## ORGANIZATION

### SECRETARY — UNITING AS ONE 2013 – PRESENT

- Serving as Secretary for Uniting As One (UAO), a non-profit organization committed to providing primary education to underprivileged children, including street children and those in rural areas across Indonesia. To date, UAO has positively impacted over 1,000 children in four cities: Jakarta, Denpasar, Bekasi, and Surabaya.