



Riza Subban Alhakimi

Komplek Taman Pipitan Indah, Blok C4, No.15., Walantaka,
Serang, Banten 42183
0878-2236-4093
alhakimiriza4@gmail.com

I am a graduate of Urban and Regional Planning with a strong interest and experience in regional planning, location analysis, business development, and financial management. Throughout my studies, I developed strong skills in spatial analysis, problem-solving, and planning studies, complemented by professional experience in business, site analysis, environmental planning consultancy, as well as finance, accounting, and taxation.

These experiences have shaped me into an analytical, detail-oriented, and adaptable professional who can work effectively both independently and as part of a team. I am skilled in data processing, report preparation, administrative and financial management, and developing solutions focused on efficiency, sustainability, and organizational goals.

Education

Islamic University of Bandung
Faculty of Urban and Regional Planning

Bachelor's Degree in Urban and Regional Planning
2022

Skills & Expertise

- Untuk CV bahasa Inggris:
- Communication Skills
- Analytical Skills
- Teamwork
- Creativity
- Self-Motivation

Work Experience

Business Owner – Kedai Petualang & Taichan Aladin

2017-2019

Provided employment opportunities for students balancing work and their studies.

Environmental Mapping Assistant

Pt. Cipta Hijau Purwanti Serang

2019

Conducted spatial and environmental mapping analyses as a basis for development planning and land-use management in accordance with applicable regulations.

Toponymy & Environmental Analysis Visitor

Government of Palembang Regency

West Java Provincial Department of Transportation

2019-2021

Conducted spatial and environmental mapping analysis to support development planning and guide land-use decisions in accordance with applicable regulations.

Environmental Mapping Consultant Assistant

Pt. Ahassa Ciptanika Bandung

2021

Acted as a liaison between clients and consultants in coordinating environmental mapping projects..

Finance, Accounting, Tax (FAT)

Pt. Sayap Mas Utama (DC Jatiasih Distribusindo Raya)

2024 - 2026

Managed and verified customer and sales team payments, handled daily cash management, recorded transactions, matched payments with invoices, prepared daily cash reports, performed cash balance reconciliations, and ensured accurate transaction documentation in compliance with company procedures.

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Dear Hiring Manager,

I am a student of Urban and Regional Planning with a strong interest in regional and environmental planning, location analysis, business development, and administrative and financial management. I am writing to express my interest in applying for a position that aligns with my qualifications, skills, and professional experience. Throughout my studies, I have developed a strong understanding of regional planning, spatial analysis, and environmental planning studies. In addition, I have gained diverse professional experience across several fields. I have independently managed a business, where I developed skills in strategy planning, customer service, daily operations, and making decisions based on market needs and analysis.

I also have experience as a Mapping and Environmental Planning Assistant, where I was involved in data collection and processing, location analysis, planning documentation, and various activities related to environmental mapping and planning. In addition, I served as a liaison between the consulting team and clients, which strengthened my communication, coordination, and project management skills while ensuring that project information and requirements were properly communicated.

My experience in Finance at an FMCG distribution company further strengthened my skills in financial administration, transaction recording, financial reporting, reconciliation, and ensuring that administrative processes were carried out accurately and in accordance with company procedures. These experiences across different fields have shaped me into a detail-oriented, adaptable, and analytical individual who is able to work effectively both independently and as part of a team. I believe that the combination of my academic background and professional experience will allow me to make a positive contribution to your company. I am highly motivated to learn, able to adapt quickly to new working environments, and ready to take on new challenges in support of the company's goals.

For your consideration, I have attached my CV and other supporting documents. I would greatly appreciate the opportunity to participate in the selection and interview process, where I would be pleased to further discuss my qualifications, skills, and experience. Thank you for your time and consideration. I look forward to the opportunity to hear from you.

Sincerely,

Riza Subban Alhakimi