



# Nadya Qisthy Deviany

Sukabumi, 21 December 2000

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## PROFILE

A creative and motivated Computerized Accounting Graduate equipped with profound knowledge of computer operations, programming languages, accounting software, etc. Demonstrated several working experiences as a admin, packing and warehouse staff, which assisted me in developing my skills and knowledge regarding operational activities management, inventory processes, purchasing and warehousing activities, etc. Participated in organizational activities to build time management and leadership skills. Capable of monitoring inventory level, monitoring process, etc. An individual with a problem-solving mindset and excellent communication skills. Able to work individually or as a team.

## EDUCATION

### AMIK Citra Buana Indonesia

Sukabumi

Department of Computerized Accounting/ Diploma's Degree, D-3

2018 - 2021

- GPA: 3.64/4.00

## WORK & INTERNSHIP EXPERIENCE

### PT Glostar Indonesia

Sukabumi

Assistant Shift Admin

Mar 2023 – August 2026

- Serve as an administrative assistant to manage one shift.
- Conducted hourly work safety broadcasts to prevent workplace accidents for employees.
- Print daily production targets to be submitted to supervisors.
- Compile and present employee attendance data summaries to be submitted admin non-shifted.

### PT Glostar Indonesia

Sukabumi

Packing

Jan 2022 - Mar 2023

- Managed the entire packing process and assisted in performing operational activities.
- Conducted product checks to ensure the quality of the packaged goods and reported the results to the relevant department.
- Assisted in printing needs, such as barcodes using special SAP packing software to label the packaged goods.
- Maintained and ensured a clean and organized workspace to ensure the smooth operation of the production unit

### UPT Puskesmas Limusnunggal

Sukabumi

Pharmacy Warehouse Staff - Internship

Jan 2021 - Apr 2021

- Created detailed reports of incoming and outgoing drugs to ensure accurate tracking and inventory management.
- Maintained and archived 30+ patient prescriptions daily while ensuring timely and efficient dispensing of medications.
- Created drug request reports to the Health Service for restocking & inventory purposes while ensuring an adequate medication supply.
- Coordinated with healthcare professionals and patients to ensure accurate and timely dispensing of medications
- Assisted in managing the pharmacy warehouse and inventory system while contributing to daily operational activities.

## ORGANIZATION & COMMITTEE EXPERIENCE

### Accounting Club

Sukabumi

Public Relation Division

2020

- Coordinated with 30+ members in implementing events and activities according to the pre-determined schedule
- Provided timely and accurate information to students and the community regarding upcoming events and activities
- Created an annual industrial visit program that was highly successful and beneficial for members and stakeholders
- Coordinated and managed all public relations activities while overseeing their program execution.
- Managed and monitored all public relations activities, including strategy development, event planning, and media relations.

### Choir (Paduan Suara)

Sukabumi

Member

2019 – 2020

- Participated in routine training with other members while assisting in determining the training schedule
- Acted as a conductor during graduation ceremonies, ensuring a smooth and successful event.
- Prepared and rehearsed music performances with other choir members.
- Collaborated with the choir team to develop and implement effective music performance strategies aligned with the goals.
- Attended regular choir practices to enhance vocal skills and maintain consistent performance quality.

## SKILLS

- **Language:** Indonesia (Native), English (Intermediate Proficiency)
- **Hard Skills:** Microsoft Office (Word, Excel, Powerpoint), Programming Ms. Visual Studio, Accurate Enterprise
- **Soft Skills:** Discipline, Creative Thinking, Multitasking, Critical and Strategic Thinking, Agile, Communicative, Good Problem Solving, Adaptability, Teamwork, and Time Management.