

ARDIANTO WIHADI

02 December 1984



ABOUT ME

Dedicated and compassionate Addiction Counselor with extensive experience in client rehabilitation, counseling, case management, and administrative support. Possesses strong interpersonal, communication, and problem-solving skills developed through years of experience in rehabilitation services, general affairs management, and operational administration. Proven ability to work effectively with diverse individuals, support recovery programs, coordinate administrative processes, and build positive relationships with clients, colleagues, and stakeholders.

EDUCATION

Jayabaya University

Bachelor's Degree in Law (Incomplete)
Completed 3 Years of Study

PSKD 2 Senior High School

Social Sciences Major
2000 – 2003

WORK EXPERIENCE

Drugs Addiction Counselor

Yayasan As Syafii Hardhan Indonesia
April 2026 – Present

- Provide counseling and emotional support for individuals recovering from substance abuse and drugs addiction.
- Assist clients in developing recovery plans and achieving rehabilitation goals.
- Conduct individual and group counseling sessions to improve clients' mental and social well-being.

General Affairs Staff

PT. Milik Sahabat Sejati | 2022 – 2023

- Managed company licensing and regulatory compliance processes.
- Coordinated legal documentation and administrative requirements.
- Maintained relationships with external vendors and business partners.

General Affairs Staff

CV. Widiputra Mobilindo | 2013 – 2020

- Managed vehicle rental operations and customer administration.
- Coordinated vehicle purchase and sales documentation.
- Oversaw vehicle maintenance schedules and service records.



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Alamanda 2 Blok C1 No.15, RT
009/RW 008, Cipadu Jaya,
Larangan, Tangerang, Banten
15155

SKILLS

Technical Skills

- Microsoft Office (Word, Excel, PowerPoint)
- Administrative Management
- Documentation & Record Keeping
- Report Preparation
- Data Entry & Office Administration

Professional Skills

- Addiction Counseling
- Public Speaking
- Negotiation Skills
- Client Relationship Management
- Communication Skills
- Problem Solving
- Teamwork & Collaboration
- Leadership
- Time Management

LANGUAGES

- Indonesian | Native
- English | Advance

General Affairs Staff

CV. VaRiAn Residence | 2008 – 2012

- Managed boarding house rental administration and tenant documentation.
- Coordinated procurement of furniture and property equipment.
- Assisted in tenant relations and occupancy management.

ORGANIZATIONAL EXPERIENCE

Student Executive Board (BEM-FTI)

Jayabaya University

- Participated in organizing student activities and academic programs.
- Assisted in coordinating events and student development initiatives.
- Collaborated with fellow members to support organizational goals.