



IHSAN RIZKI MANSIS

081905012310 | ihsanrizkimansis@gmail.com | www.linkedin.com/in/ihsan-rizki-7ab399222
Bekasi, Indonesia.

Bachelor of Sharia Economics and current Master of Management student with professional experience in banking, customer relations, financing administration, business support, and organizational management. Experienced in customer acquisition, financing analysis, administrative operations, and stakeholder coordination. Possess strong communication skills, adaptability, attention to detail, and the ability to work effectively in fast paced and target oriented environments. Interested in business development, banking operations, customer service, and management roles.

Education Experience

Universitas Pembangunan Nasional Veteran Jakarta – Indonesia <i>bachelor of sharia economics, 3.70/4.00</i>	2020 – 2024
Universitas Pembangunan Nasional Veteran Jakarta – Indonesia <i>Master of Management Student</i>	2024 – Present

Work Experience

Daarut Tauhid Peduli Jakarta – Internship - Assisted in planning and executing social and religious programs. - Coordinated participant administration, documentation, and event logistics. - Prepared reports, archived documents, and supported daily operational activities. - Collaborated with committees and stakeholders to ensure effective program implementation. - Assisted in post event evaluation and reporting processes.	Sep 2022 - Jan 2023
BPRS Al Salaam Amal Salman – Contract <i>Account Officer</i> - Conducted customer acquisition and market prospecting activities to identify potential financing opportunities. - Performed financing feasibility analysis and basic risk assessment for customer applications. - Managed and updated 600+ customer financing records accurately to support operational efficiency. - Handled customer inquiries regarding financing and savings products through direct and telephone communication. - Supported promotional and relationship building initiatives to improve customer engagement and product awareness. - Coordinated with internal teams to ensure smooth financing administration and customer service processes. - Assisted in maintaining customer relationships and supporting financing target achievement.	Aug 2024 - Jun 2025

Organization and Committee Experience

Chief Executive Officer of ESGO CUP 2022 - Lead end to end event planning and execution. - Coordinated committee divisions and external vendors. - Managed budgeting, proposals, sponsorship, and reporting. - Developed event timeline and ensured smooth implementation. - Conducted post-event evaluation and performance reporting.	Sep 2022 - Nov 2022
Himpunan Mahasiswa Ekonomi Syariah UPN Veteran Jakarta - Indonesia <i>Head of Human Resources Department</i> - Designing various activities aimed at increasing academic and non-academic potentials. - Managed department documentation and internal reporting. - Organized official meetings and ensured administrative follow-up.	Feb 2023 - Dec 2023
Deputy Chief Executive Officer USEE 4.0 2023 - Coordinated 100+ committee members across divisions. - Managed logistics, vendor coordination, and venue arrangements. - Ensured program targets and timelines were achieved. - Collaborated with marketing and finance divisions. - Identified project risks and implemented mitigation strategies.	Aug 2023 - Nov 2023

Skills

- **Languages : Indonesian (Native), English (Conversational).**
- **Hard Skills :**
 1. **Sales & Marketing :** Sales and Marketing, Customer Acquisition, Market Prospecting.
 2. **Sharia Administration & Finance :** Financing Administration, Credit Feasibility Analysis, Customer Database Management (600+ records).
 3. **Software & Technology :** Microsoft Office (Word, Excel, PowerPoint), Google Workspace, SmartPLS, Canva, CapCut (Basic Editing).
- **Soft Skills :**
 1. **Communication & Customer Relations :** Customer Relationship Management (CRM), Negotiation, Public Speaking & Presentation.
 2. **Management & Leadership :** Time Management, Event Management, Organizational Leadership.
 3. **Teamwork & Adaptability :** Teamwork, Adaptability, Attention to Detail, Problem Solving.

Certification

- **Microsoft Excel Specialist (2022)**
- **Procurement Risk Mitigation Certification (2023)**