



YOSHUA RIVALDO

ADMINISTRATIVE PROFESSIONAL

WORK EXPERIENCE

TOOL'S & PRODUKSI

PT. MEKAR ARMADA JAYA | SEPT 2014 – SEP 2015

- Assisted in tooling preparation to support daily production activities.
- Operated and handled production tools and equipment according to standard procedures.
- Performed routine inspections to ensure tools were in good working condition.
- Supported the production team in achieving quality and productivity targets.
- Maintained workplace cleanliness while following company safety regulations.

GENERAL ADMINISTRATIVE STAFF

FACULTY OF ECONOMICS AND BUSINESS, UNIVERSITAS KRISTEN INDONESIA (UKI) | FEBRUARI 2020 – PRESENT

- Provide comprehensive administrative support for daily faculty operations.
- Prepare, organize, and maintain official documents, records, and correspondence.
- Coordinate academic and administrative activities with faculty members, staff, and students.
- Assist in organizing meetings, seminars, workshops, and other institutional events.
- Ensure accurate documentation and efficient office operations while maintaining confidentiality and professionalism.

ADDITIONAL SKILLS

- Microsoft Office Suite
- Critical Thinking
- Problem Solving
- Active Listening
- Negotiation
- Microsoft Dynamics

CAREER OBJECTIVE

Dedicated and detail-oriented Administrative Professional with over 6+ years of experience in higher education administration at the Faculty of Economics and Business, Universitas Kristen Indonesia (FEB UKI). Committed to delivering efficient administrative support, maintaining accurate documentation, and contributing to the achievement of organizational goals through professionalism, integrity, and continuous improvement.

EDUCATION

- Human Resource Management

Mulia Pratama College of Economics |
2015 – 2019 | 3.20/4.00 GPA

- Marketing Management

Marshal Suryadarma Aerospace
University | 2023 – 2026 | 3.84/4.00
GPA

CERTIFICATIONS

- Certified Of Administration
Management, 2013

Esas Management
BNSP certification Indonesia

CONTACT

JL. MELATI 1, TAMBUN BEKASI, 17510
0896 0990 5242
YOSHUARIVALDO62@GMAIL.COM