



KEVIN NIKEN ANDRIAN

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Jl. Pahlawan 379-B, Balarjosari, Blimbing, Kota Malang, Jawa Timur 65126, Indonesia

I'm fast learner, able to handle new sector under company's guidance. Able working as a team or individual. I'm honest, able to working under pressure and solved any jobs before the deadline.

Work Experiences

Besame Coffee - Kota Malang, Indonesia

Jun 2018 - Aug 2018

Barista Assistant

Coffee Shop

- Help baristas prepare ingredients
- Serve customers by giving orders
- Convey complaints to baristas

Dinas Koperasi dan Usaha Mikro - Kota Malang, Indonesia

Aug 2019 - Sep 2019

Internship

Cooperative Office

- Conducting office administration activities
- Participating in year-end meeting (RAT) activities
- Helping state employees make book templates

Madrid Coffee - Kota Malang, Indonesia

Jul 2019 - Feb 2020

Barista

Coffee Shop

- Making coffee with manual techniques
- Serving customers
- Checking stock
- Management of coffee equipment

One More Shot - Kota Malang, Indonesia

Feb 2020 - Feb 2021

Founder | Barista | Human Resource | Trainer

Coffee Shop

- Making coffee with manual techniques
- Serving customers
- Recruit part-time baristas
- Train new baristas
- Management of coffee equipment

CV. Unitech Indonesia - Kota Malang, Indonesia

Mar 2021 - Dec 2023

Admin E-Commerce | Copywriter

Import Retail Company

- Put buyer data from marketplace into a Google Spreadsheet
- Create schedules for shift employees (Input Order Coordinator)
- Upload products into the marketplace
- Sync product stock from third-party applications (Jubelio) to the marketplace
- Mapping products to Google Sheets lists
- Create product titles and descriptions to upload on the marketplace

Education Level

Universitas Merdeka Malang - Malang, Indonesia

Jul 2016 - Feb 2020

Bachelor Degree in Business Administration, 3.69/4.00

- Study business and administrative sciences
- Learn about human resource management theory
- Designing a business plan
- Learn how to market 5.0
- Become the head of the education division in the Student Association organization of the Department of Business Administration (Himpunan Mahasiswa Jurusan Administrasi Bisnis)

Organisational Experience

Himpunan Mahasiswa Jurusan Administrasi Bisnis - Malang, Indonesia

Mar 2019 - Jul 2019

Ketua Bidang Pendidikan

- Planning activities
- Responsible for educational seminars

Study Orientation and Campus Introduction (Ospek) - Malang, Jawa Timur

Aug 2017

Sie. Perlengkapan

- Organize and prepare equipment during Study Orientation and Campus Introduction

Skills, Achievements & Other Experience

- **Skills:** Copywriter, Data Stock, Administration, Product Knowledge, Human Resource Management, SEO E-Commerce Management,
- **Soft Skills:** Communication, Adaptation, Problem Solving, Time Management, Work Ethics, Leadership, Decision Making
- **Database / Application:** Marketplace, Microsoft Office, Google Spreadsheet, Jubelio Database/Apps, Trello, Accurate, Able to use and manage Talenta's HRIS (Human Resource Information System) application

SURAT PENGALAMAN KERJA

No: UNI/HC/SKet/2023/12/29/08

Yang bertanda tangan di bawah ini:

Nama : Wahyu Prastya Amanda Putra
Jabatan : Human Capital & General Affair General Supervisor

Menerangkan bahwa benar yang bersangkutan pernah tercatat sebagai karyawan di perusahaan kami CV. Unitech Indonesia, dengan data sebagai berikut:

Nama : Kevin Niken Andrean
NIP : A079
Tempat, Tanggal Lahir : Malang, 21 Juni 1998
Departemen : Marketing & Sales
Divisi : Support Sales & Promotion
Jabatan : Copywriter
Wilayah Kerja : Kota Malang
Masa Kerja : Sejak tanggal 15 Maret 2021 sampai tanggal 31 Desember 2023

Selama menjadi karyawan CV. Unitech Indonesia yang bersangkutan telah menunjukkan dedikasi dan loyalitas yang tinggi terhadap Perusahaan, kami berterima kasih dan berharap semoga yang bersangkutan dapat lebih sukses dimasa yang akan datang.

Demikian surat keterangan ini dibuat dan diberikan kepada yang bersangkutan untuk dipergunakan sebagaimana mestinya.

Malang, 29 Desember 2023

CV. Unitech Indonesia

Signed by:

E8B203A8-420C-43D0-A8A5-94867D058A0F

Wahyu Prastya Amanda Putra

HC & GA General Supervisor



CV. Unitech Indonesia

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