



NADIAWATI

HRGA STAFF

PERKENALAN DIRI

Saya Nadiawati berumur 26 tahun, Pekerjaan terakhir saya sebagai HRGA Staff di PT Dongyang Asset Management. Saya sangat familiar dengan pekerjaan di bidang HRGA seperti maintance kantor, inventory hingga operasional dll. Dan saya juga mempunyai sertifikat TOPIK II di level 3 (2018).

PRESTASI

- Membantu perusahaan profit dan mencapai target penjualan di tahun 2020 dengan kenaikan profit hingga 220%.
- Mendapatkan promosi jabatan kurang dari setahun menjadi assistant manager.
- Mendapatkan sertifikat TOPIK II di tahun 2018 di level 3.

HUBUNGI SAYA

Ponsel: 0895-1899-2562
Surel: nwati4488@gmail.com

PENGALAMAN KERJA

HRGA Staff

PT Dongyang Asset Management | Januari 2022 - Maret 2022

- Mengkoordinasikan keperluan kantor
- Mengkoordinasikan operasional driver
- Mengkoordinasikan terkait perizinan perusahaan
- Mengkoordinasikan pekerjaan HR (PKWT,PP,BPJS dll)
- Mengkoordinasikan perizinan KITAS Expatriat

Assistant Manager

Easybeaute Indonesia | Mei 2020 - Januari 2022

- Membuat konten schedule
- Membuat campaign marketing
- Menyusun budget marketing
- KOL management
- Mentranslate materi marketing (Ina- Kor Kor- Ina)

HRGA Staff

PT OKP2P Indonesia | Desember 2020 - Maret 2019

- Membuat absensi karyawan
- Mengkoordinasikan keperluan kantor
- Mengkoordinasikan operasional driver
- Membuat approval report pembayaran
- Membantu mentranslate dokumen dan meeting tim akunting

HRGA Admin

PT Cheil jedang Indonesia | Febuari 2019 - Desember 2019

- Membuat absensi karyawan
- Membantu menghitung overtime karyawan
- Mengurus Cuti, Medical fee di HRIS
- Mengkoordinasikan keperluan kantor
- Mengkoordinasikan operasional driver

LATAR BELAKANG PENDIDIKAN

Citra Buana Indonesia

DIII Komputerisasi Akuntansi | Juni 2015 - Oktober 2018

Google Digital Garage

Nadia Wati

is hereby awarded this certificate of achievement for the successful
completion of **The Fundamentals of Digital Marketing** certification exam
on 27/08/2020

Matt Britz

President – Google EMEA



Townsend Pamela Feehan

CEO – IAB Europe



LinkedIn LEARNING

Certificate of Completion
Congratulations, Nadia Wati

Customer Service: Handling Abusive Customers

Course completed on Sep 17, 2020 • 39 min

By continuing to learn, you have expanded your perspective, sharpened your skills, and made yourself even more in demand.

A handwritten signature in black ink, reading "Dan Rodnitzky".

Head of Content Strategy, Learning

LinkedIn Learning
1000 W Maude Ave
Sunnyvale, CA 94085

Certificate Id: AUxQJsnxUCJg1viRW-mzZTiIGPLo



Certificate of Achievement

Nadiawati

has completed the following course:

**DIGITAL SKILLS: DIGITAL MARKETING
ACCENTURE**

This online course provided an introduction to digital marketing, and explained the different digital marketing strategies, techniques and tools that are available for businesses to use today.

2 weeks, 2 hours per week



Hanna Pumfrey
Course Sponsor
Accenture



The person named on this certificate has completed the activities in the attached transcript. For more information about Certificates of Achievement and the effort required to become eligible, visit futurelearn.com/proof-of-learning/certificate-of-achievement.

This learner has not verified their identity. The certificate and transcript do not imply the award of credit or the conferment of a qualification from Accenture.



Nadiawati

has completed the following course:

DIGITAL SKILLS: DIGITAL MARKETING ACCENTURE

81%
AVERAGE TEST
SCORE

Digital marketing is seen as a key tool in growing a business. This course explored what digital marketing means, why it is important and looked at some digital marketing strategies including display advertising, pay per click advertising and search engine optimisation. The digital marketing strategy components were explained including the importance of balancing and integrating different digital marketing strategies and how companies can target customers.

- Search engine optimisation
- Email marketing
- How to integrate these techniques

STUDY REQUIREMENT

2 weeks, 2 hours per week

LEARNING OUTCOMES

- Describe what digital marketing is
- Explain why digital marketing is important for businesses
- Describe the different types of digital marketing including; display advertisements, pay per click, search engine optimisation, and email marketing
- Explain how the different digital marketing methods can deliver value to businesses
- Identify the key features that should be included in a digital marketing strategy
- Describe how businesses can use data to target customers in their digital marketing campaign
- Explain the benefit and importance of integrating different digital marketing techniques

SYLLABUS

Week 1 - How to use digital marketing

- Introduction to digital marketing
- Display and pay-per-click advertising

Week 2 - Digital marketing techniques



Certificate of Achievement

Nadiawati

has completed the following course:

**DIGITAL SKILLS: SOCIAL MEDIA
ACCENTURE**

This online course explored how to effectively use social media for business. It provided information on how to promote your brand, set campaign objectives, how to identify the target audience and the right channels.

2 weeks, 1 hour per week



Mark Sherwin
Lead Educator
Accenture



The person named on this certificate has completed the activities in the attached transcript. For more information about Certificates of Achievement and the effort required to become eligible, visit futurelearn.com/proof-of-learning/certificate-of-achievement.

This learner has not verified their identity. The certificate and transcript do not imply the award of credit or the conferment of a qualification from Accenture.



Nadiawati

has completed the following course:

DIGITAL SKILLS: SOCIAL MEDIA ACCENTURE



This course explored why social media is so important for businesses today and how it can be used to establish and build brand presence. It outlined the key steps involved in promoting a brand through social media, including setting and tracking campaign objectives. Other topics covered included how to identify your target audience and the right channels, how to create engaging content, and how to manage your presence online.

STUDY REQUIREMENT

2 weeks, 1 hour per week

LEARNING OUTCOMES

- Explain what Social Media is
- Describe how it can be used to build a brand
- Explain what target groups are
- Identify social media channels
- Explain tips for messaging
- Describe the role of a Social Media Manager
- Identify Social Media Management tools

SYLLABUS

Week 1

- What is social media?
- Target groups
- Social media channels
- Managing your social media presence
- Social media management tools

Week 2

- Social media top tips
- The importance of performance measurement
- Social media listening

Nomor Ijazah :18.02.036

Nomor : 215/K-03/Q.CBI/VIII/2018



AKADEMI MANAJEMEN INFORMATIKA DAN KOMPUTER
CITRA BUANA INDONESIA

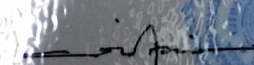
SK Mendiknas RI No : 198/D/O/2001



Memberikan Ijazah Kepada : ***NADIAWATI***
Tempat dan tanggal lahir : Jakarta, 25 Desember 1995
Nomor Induk Mahasiswa : KA14150119
Program Pendidikan/Program Studi : Diploma III / Komputerisasi Akuntansi
Tanggal kelulusan : 13 Agustus 2018
Status : TERAKREDITASI
Berdasarkan Keputusan Badan Akreditasi Nasional Perguruan Tinggi (BAN-PT)
No : 1484/SK/BAN-PT/Akred/Dipl-III/VI/2018

Ijazah ini diberikan setelah yang bersangkutan memenuhi semua persyaratan yang ditentukan, dan kepadanya dilimpahkan segala wewenang dan hak yang berhubungan dengan ijazah yang dimilikinya, serta berhak memakai sebutan Profesional Ahli Madya Komputer (A.Md.Kom).

LEKUT


Weny Ariestandy, M.Kom
NIDN. 0402047006



Sukabumi, 04 September 2018
Wakil Direktur I Bidang Akademik


Wawang Adi Darma, ST.,M.Kom
NIDN. 0422037804



AKADEMI MANAJEMEN INFORMATIKA & KOMPUTER
CITRA BUANA INDONESIA

SK Mendiknas RI No. 198/D/0/2001
Terakreditasi BAN-PT No: 1484/SK/BAN-PT/Akred/Dipl-III/VI/2018

TRANSKRIP AKADEMIK

Nomor : 215/K-03/Q.CBI/VIII/2018

Nama : **NADIAWATI**
Tempat, Tanggal Lahir : **Jakarta, 25 Desember 1995**
Nomor Induk Mahasiswa : **KA15160119**
Program Studi : **Komputerisasi Akuntansi**
Tanggal Lulus : **13 Agustus 2018**

Semester I						Semester II					
No	Kode MK	Mata Kuliah	Kredit	Nilai	K x N	No	Kode MK	Mata Kuliah	Kredit	Nilai	K x N
1	A01MPK	Pendidikan Agama I	2	B	6	1	A03MPK	Pendidikan Agama II	2	B	6
2	A02MPK	Pend. Pancasila dan Kewarganegaraan	2	B	6	2	B02MKK	Pengantar Ekonomi	3	A	12
3	B01MKK	Dasar Akuntansi I	2	B	6	3	C01MKB	Pemrograman Dasar II	3	B	9
4	B06MKK	Pengantar Teknologi Informasi	2	B	6	4	C09MKB	Program Paket Niaga II	2	B	6
5	B08MKK	Logika Algoritma	3	B	9	5	B09MKK	Dasar Akuntansi II	2	B	6
6	C03MKB	Pemrograman Dasar I	3	B	9	6	B04MKK	Ajalar Vektor & Matrik	3	B	9
7	B07MKK	Kalkulus	3	B	9	7	C12MKB	Aplikasi Akuntansi I	2	B	6
8	C08MKB	Program Paket Niaga I	2	B	6	8	A04MPK	Bahasa Inggris I	2	B	6
Jumlah SKS			19		57	Jumlah SKS			19		60
INDEKS PRESTASI KUMULATIF			3.00			INDEKS PRESTASI KUMULATIF			3.08		
Semester III						Semester IV					
No	Kode MK	Mata Kuliah	Kredit	Nilai	K x N	No	Kode MK	Mata Kuliah	Kredit	Nilai	K x N
1	C02MKB	Sistem Berkas	2	B	6	1	C16MKB	Basis Data	3	C	6
2	C04MKB	Aplikasi Akuntansi II	2	A	8	2	B03MKK	Dasar Manajemen & Bisnis	2	B	6
3	C22MKB	Statistik Ekonomi	3	A	12	3	C14MKB	Pemrograman Visual I	3	B	9
4	A05MPK	Bahasa Inggris II	2	B	6	4	C07MKB	Jaringan Komputer	3	B	9
5	C26MKB	Akuntansi Menengah	3	B	9	5	C15MKB	Analisa Sistem Informasi	3	C	6
6	C06MKB	Sistem Informasi Manajemen	3	C	6	6	E01MBB	Character Building	2	B	6
7	C27MKB	Akuntansi Biaya	3	B	9	7	C26MKB	Akuntansi Lanjutan	3	B	9
Jumlah SKS			18		56	Jumlah SKS			19		51
INDEKS PRESTASI KUMULATIF			3.09			INDEKS PRESTASI KUMULATIF			2.99		
Semester V						Semester VI					
No	Kode MK	Mata Kuliah	Kredit	Nilai	K x N	No	Kode MK	Mata Kuliah	Kredit	Nilai	K x N
1	C28MKB	Akuntansi Manajemen	3	B	9	1	B11MKK	Analisa Laporan Keuangan	3	A	12
2	C10MKB	Metode Penelitian Teknik	2	B	6	2	C20MKB	E-Commerce	3	A	12
3	C11MKB	Perancangan Sistem Informasi	3	B	9	3	D01MPB	Etika Profesi	2	A	8
4	C19MKB	Komunikasi Data	2	A	8	4	B13MKK	Perpajakan	3	A	12
5	C24MKB	Studi Kasus	3	B	9	5	D02MPB	Kewirausahaan	2	B	6
6	C29MKB	Sistem Informasi Akuntansi	3	B	9	6	C21MKB	Manajemen Proyek	3	A	12
7	C13MKB	Pemrograman Web	3	B	9	7	C25MKB	Tugas Akhir	6	A	24
Jumlah SKS			19		59	Jumlah SKS			22		86
INDEKS PRESTASI KUMULATIF			3.01			INDEKS PRESTASI KUMULATIF			3.18		

Indeks Prestasi Kumulatif : **3.18**
Predikat Kelulusan : **Sangat Memuaskan**
Judul Tugas Akhir : **Aplikasi Persediaan Barang dengan Metode Fisik Menggunakan Vb. Net 2010 Database MySQL di Badan Usaha Milik Desa Sukamantri Kecamatan Cisaat Kabupaten Sukabumi**

Sukabumi, 04 September 2018
Wakil Direktur I Bidang Akademik


Wawang Adi Darma, S.T., M.Kom.
NIDN. 0422037804




M.Kom.

006

한국어능력시험 성적증명서 OFFICIAL TOPIK SCORE REPORT

수험자 정보 (Test-taker's Information)

	성명 Name	성별 Gender	응시국가 Country	생년월일 Date of Birth
	NADIAWATI	여자 F	인도네시아 INDONESIA	1996/12/26 yyyy/mm/dd
	수험번호 Registration No.	시험종류 Test Type	회차/시험일 Test Held/Test Date	성적유효기간 Valid Until
	027018000368	TOPIK II	03/2019/04/21 rd/yyyy/mm/dd	2021/06/29 yyyy/mm/dd

시험 결과 (Test Result)

영역 Section	점수 Score	수험자 점수 및 수험 집단 평균 your scores / Average	총점 Total Score	등급 Level
듣기 Listening	68/100	56 58.47	124 / 300	3급
쓰기 Writing	22/100	22 27.5		
읽기 Reading	48/100	46 54.77		

언어 수행 능력 (Level Description)

시험종류 Test Type	TOPIK II	등급 Level	3급
듣기 Listening	개인적 대화나 매우 지속하고 간단한 사회적 소재를 다룬 대화나 잡담을 듣고 내용을 파악하고 추론할 수 있다. 광고나 인터뷰, 길기 예보 등의 실용 잡담을 듣고 대체적인 내용을 파악하고 추론할 수 있다.		
쓰기 Writing	지속한 사회적 소재의 설명을 또는 과장점을 담아 단위로 비교적 정확하고 적절하게 T-설명 수 있으며 일상적 맥락과 관련된 개인적 소재의 설명문을 작성에 적격 할 수 있다.		
읽기 Reading	기본적인 사회생활을 유지하는 데 필요한 글, 지속한 사회·문화 등의 소재를 다룬 간단한 글을 읽고, 내용을 이해하고 추론할 수 있다. 간단한 광고, 안내문 등의 실용문을 읽고, 정보를 파악하여 글의 주요 내용이나 세부내용을 추론할 수 있다.		

국립국제교육원장
President of National Institute for International Education

