



Octaviantry

Bogor, Jawa Barat, Indonesia | [\(+62\) 812-8149-2998](tel:+6281281492998) | octaviantryvochit@gmail.com | [linkedin.com/in/octaviantry](https://www.linkedin.com/in/octaviantry)

PROFESSIONAL SUMMARY:

Results-oriented professional with a diverse background and a strong track record of success in training, surveying, and administrative roles. Highly skilled in designing and executing impactful training programs, collaborating with clients, and optimizing resource allocation. Experienced in surveying and providing valuable insights for informed decision-making. Adept at streamlining administrative processes, improving efficiency, and implementing cost-saving measures. Dedicated to delivering exceptional outcomes and fostering professional growth.

WORK EXPERIENCE:

PT Prima Kelola IPB (IPB Consulting) - Bogor, Indonesia

Jan 2022 - Mar 2023

Consultant - Staff

- Successfully orchestrated and led impactful training events for prestigious organizations such as PT. Bank Rakyat Indonesia, PT Pegadaian, PT Bank Mandiri, and PT Bank Negara Indonesia.
- Collaborated closely with clients to craft tailored training modules that precisely addressed their unique requirements and challenges.
- Spearheaded end-to-end project planning, coordination, and budgeting, optimizing resource allocation and ensuring seamless execution.
- Implemented highly effective cost budgeting strategies, generating substantial cost savings while maintaining exceptional program quality.
- Skillfully coordinated multifaceted training programs across multiple locations, fostering professional growth and development for participants.
- Developed comprehensive reports that showcased the tangible impact and outstanding achievements of the training programs.

IPB University - Bogor, Indonesia

Jan 2021 - Dec 2021

Assistant Lecture of Regional Development Planning - Department of Soil Science and Land Resource

- Skillfully guided and mentored 25 participants in regional development planning, fostering their understanding and expertise in the subject matter.
- Successfully guided and mentored 27 participants in spatial planning and land use management, facilitating their growth and proficiency in the field.
- Efficiently compiled and summarized the results of practicum reports, facilitating a comprehensive understanding of participants' achievements and areas for improvement.
- Demonstrated strong leadership capabilities by representing lecturers in their absence, ensuring seamless continuation of activities and maintaining a conducive learning atmosphere.

Ministry of Agrarian Affairs and Spatial Planning (Government Agency) - Bekasi, Indonesia

Nov 2021

Surveyor - Freelance

- Employed advanced surveying techniques and tools to gather precise data, providing essential insights for informed decision-making.
- Prepared meticulously detailed reports on lake development initiatives, showcasing comprehensive information for improved planning and strategic decision-making processes.

- Delivered valuable recommendations and solutions based on the gathered data, optimizing resource allocation and enhancing operational efficiency.
- Demonstrated unwavering commitment to quality and accuracy, ensuring that all reports and findings adhered to the highest standards.

PT Mitra Pangan Lestari (Poultry Slaughterhouse manufacturers) - Bogor, Indonesia Jan 2021 - April 2021
Office Administrator CV. Al-Ikhdar Jaya Chicken - Freelance

- Achieved a 30% reduction in response time by implementing streamlined administrative procedures and optimizing workflow.
- Revamped office operations through the implementation of innovative systems and tools, resulting in a 20% increase in overall efficiency and substantial cost savings.
- Ensured impeccable accuracy and thoroughness in managing administrative tasks, maintaining a 98% error-free rate in data entry and documentation.
- Demonstrated exceptional organizational and multitasking skills, effectively managing competing priorities and meeting all deadlines with a 100% success rate.

Dinas Ketahanan Pangan Jawa Barat (Government Agency) - Bogor, Indonesia Sep 2020 - Dec 2020
Consultant P2L Program - Freelance

- Mentored women farmer groups (KWT) in crop development and the cultivation of new crops.
- Developed structured progress reports for KWT and food defense agencies, facilitating efficient business funding.
- Assisted KWT in sowing over 10,000 seeds, promoting sustainable agricultural practices.

PT RBM (Poultry Slaughterhouse manufacturers) - Bogor, Indonesia May 2020 - Aug 2020
Office Administrator - Freelance

- Streamlined administrative processes, resulting in improved efficiency and productivity within the poultry slaughterhouse manufacturing company.
- Successfully managed and maintained inventory levels, implementing inventory tracking systems that reduced waste and optimized stock control by 75%.
- Assisted in financial record-keeping tasks, such as invoicing, expense tracking, and petty cash management, promoting accurate financial reporting and transparency.
- Demonstrated exceptional problem-solving skills, resolving administrative issues promptly and effectively, minimizing disruptions and ensuring uninterrupted operations.

ORGANIZATIONAL EXPERIENCE

Karya Kakak Asuh Foundation (NGO) - Bogor, Indonesia

Lead of Community Development Division Nov 2021 - Sep 2022

- Achieved significant improvements in community development within Regional Communities of Karya Kakak Asuh Foundation through effective supervision, assessment, and facilitation..
- Developed and implemented a highly successful Standard Operating Procedure (SOP) for the Community Development Division, resulting in enhanced teaching methodologies and improved learning outcomes for underprivileged children.

Chairman of Dramaga Regional Executive Board Oct 2019 - Oct 2021

- Organized and led Dramaga Regional initiatives, focusing on education and empowerment for underprivileged children.
- Successfully coordinated teaching programs, positively impacting the lives of children in need.

Staff Entrepreneurship of Dramaga Regional Executive Board Nov 2018 - May 2019

- Managed financial resources and implemented effective financial management strategies for the Dramaga Regional operations of Karya Kakak Asuh Foundation.
- Organized and facilitated teaching programs for underprivileged children, focusing on entrepreneurship and financial literacy.

Pekan Apresiasi IPB (BEM KM IPB) - Bogor, Indonesia

Oct 2020 - Nov 2020

Secretary and Finance of Event Division

- Played a key role in organizing an appreciation event for the staff of IPB University, ensuring its successful execution.
- Managed administration, financial resources and implemented effective financial management strategies for event division

SKILLS

Advanced	Project Management Team Leadership Public Speaking Data Analysis (Microsoft Excel Including Pivot Tables)
Intermediate	Consulting Administrative Coordinator Land Mapping Google Workspace Microsoft Office Data Analysis Tools (Geoda, SAS, SPSS, ArcGis, and Erdas Design Tools (Canva, Capcut)

COURSE & TRAINING

Social Entrepreneur Batch 3, Universitas Gadjah Mada	2021
Find Your Dream Job With Kalibr, Alivia Maura Adryani	2021
Enlightening the Core Point of Your Teaching Concept, Kakak Asuh	2021

EDUCATION

Bachelor's Degree in Agriculture - Institut Pertanian Bogor (IPB), Indonesia (GPA 2.34)	October 2022
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LANGUAGE

Fluent in Indonesian (Native), English (Intermediate)