

MUHAMMAD IKHSAN FAJRI

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Summary

I'm an Economics graduate from Perbanas Institute Jakarta, concentrating on human resources and management. Always dependable, detail oriented and be an organized team player with the ability to communicate effectively and efficiently. Skilled at building relationships with employees across all levels of an organization with the experience in human capital and general affair scope.

Work Experience

General Affair Internship

Oct 2022 – Jan 2023

Sekolah Cikal, *Education Institution*

- Help the general affairs division doing stock-opname for the entire school
 - Managing the school assets data administration
 - Labeling and registering the school assets
 - Maintenance of the assets if found any damage
 - Responsible for giving instructions to outside drivers to coordinate during after-school pickup
 - Report the assets data to the operation manager
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General Affair Staff

Oct 2021 – Dec 2021

PT. Absolut Realitas Solusi, *IT Consultant*

- Send and receive emails from company partners, building managers, tax people, etc
 - Arranging and preparing administrative arrangements for vendors and other activities (meeting rooms, transportation, and related arrangements)
 - Maintaining records of all administrative documents (invoices, receipts, other related documents) to be submitted to the Finance Officer
 - Maintaining a proper filing system and ensuring that all staff have easy access to it
 - Maintaining the office by ensuring office working systems are all operating properly (printers, scanner, photocopier, internet connection, telephone, etc.) and dealing with issues as they arise in a timely manner
 - Taking care of facility management and maintenance, office supplies, relation to service providers, business and personal contacts, potential vendors and relations, and cleaning and housekeeping services
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Employment Bureau Internship

Sep 2019 – Dec 2019

Ministry of Defence of The Republic of Indonesia, *Government*

- Preparing and sorting documents for data entry
 - Entering data into database software and checking to ensure the accuracy of the data that has been inputted
 - Resolving discrepancies in information and obtaining further information for incomplete documents
 - Creating data backups as part of a contingency plan
 - Responding to information requests from authorised members
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Organizational Experience

Vice Chairman

Slide Photography Perbanas Institute, *College Organization*

2017 - 2018

- Assist the Chairman in her responsibilities
- Oversee the running SLIDE work program of each division
- Planning and Controlling the Events/Exhibitions

Education

Bachelor of Economics, Human Resources Management

2015 - 2020

Perbanas Institute Jakarta, 2.81 / 4.00 GPA

Skills

Professional

Time Management, Effective Communication, Employee Relations, Interpersonal Skills, Team Work.

Technical

Google Apps, Microsoft Office, Canva, Adobe Photoshop, Adobe Lightroom, Camera Operating.