



Muhammad Rian

Curriculum Vitae

Contact

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Address

Kebayoran Lama, South Jakarta

Skills

- Project Coordination & Teamwork
- Customer Service & Relationship Building
- Marketing & Branding
- Problem Solving & Adaptability
- Inventory & Visual Merchandising Support

Certifications

MS. Office Certifications (2021)

- Words, Excel & PowerPoint

Languages

- Indonesia
- English – Upper-Intermediate
- Mandarin – Basic

About Me

I am a results-driven professional with proven experience in teamwork, coordination, and project support. Skilled in managing tasks, building effective communication, and ensuring smooth collaboration across teams. I have a strong passion for continuous learning and the ability to adapt quickly in dynamic environments. Committed to delivering quality results and contributing to the company's growth through dedication, responsibility, and strong work ethics.

Experience

Ta Xiao Chinese Restaurant, Banjarmasin | 2023 -2024

Waiter & Multirole Staff

- Delivered excellent service to both local and international guests.
- Assisted as waiter, bartender, and kitchen support to ensure smooth operations.
- Supported foreign customers with orders and enhanced cross-cultural communication skills.
- Strengthened adaptability, multitasking, and teamwork in a fast-paced hospitality environment.

Gramedia Dutamall, Banjarmasin | 2024

Trained Retail Staff & Sales Associate

- Completed six-month training and seven months of retail work experience.
- Gained hands-on expertise in customer service, sales, and achieving sales targets.
- Supported retail operations including inventory management, warehouse coordination, and purchasing.
- Developed adaptability, multitasking, and strong communication skills in a retail setting.

PT. All (Aeternus Industri Indonesia) | 2024 – 2025

Project Coordination & Team Coordinator

- Coordinated project schedules, resources, and communication across teams.
- Assisted managers with daily operations, purchasing, and financial reporting.
- Supervised and supported local staff across multiple company sites.
- Improved problem-solving, adaptability, and leadership in a dynamic work environment.
- Assisted communication between local and foreign employees.

Education

MTSN 2 Barito Timur (Kalimantan Tengah) | 2017 – 2019

Graduated from MTSN 2 Barito Timur, equivalent to junior high school level, where I studied general subjects and basic religious education as a foundation for continuing to senior high school.

Madrasah Aliyah (MA Ampah) | 2020 – 2022

High School (High School Graduate)

Graduated from MA Ampah, senior high school level, as my highest completed education, focusing on general academics and religious studies.