



# Muhammad Alwansyah

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I am a graduate of International Relations. I'm always interested in learning new things. I can take good responsibility for the work and can also adapt quickly.

## Work Experiences

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### PT. HYAMN Karya Utama - Bekasi, West Java

Jan 2019 - May 2019

#### Delta Force/Sales Marketing

PT. HYAMN Karya Utama is an Aluminum supply company in Medan Satria District, Bekasi City, West Java

- Search and selling Aluminum products from PT. HYAMN Main Work on Consumers
- Make a recapitulation of the monthly target set by the head of the aluminum division

### PT. Multimedia Nusantara - Jakarta

Jul 2019 - Present

#### Support General Affairs

Companies focused on Edutainment Media and Services (IMES) providers

- Responsible for recording office assets and reporting them to the division leader of
- Managing licensing for Vendors who want to do work at PT. Multimedia Nusantara with building managers

## Education Level

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### Paramadina University Jakarta – South Jakarta, D.K.I Jakarta

Sep 2018 - Okt 2022

#### Bachelor Degree in International Relations, 3.39/4.00

- General Lecture Webinar of the HI Study Program with speakers Mrs. Dr. Nana Yuliana organized by the International Relations Study Program of Paramadina University and KJRI Houston, Jakarta, June 06, 2020
- Webinar with the theme "Myanmar Military Coup and ASEAN Quo Vadis," organized by the International Relations commission of the HMI Executive Board on March 11, 2021

## Organizational Experience

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### Ambalan Board Management Madrasah Aliyah Attaqwa Putra – Bekasi, West Java

Jun 2017 - Jan 2018

#### Scouting Division

A school-level organization with scouting bids. It has a function to accommodate and improve students' abilities in the field of scouting.

- Responsible for creating a scouting schedule each week Responsible for Scouting materials
- Leading the Scout Movement of Madrasah Aliyah Attaqwa in showing his ability in competitions between schools

## Skills, Achievements & Other Experience

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- **Webinars Attended: Literacy Corner organized by the Bogor Agricultural Institute and the Ministry of Communication and Information of the Republic of Indonesia (2021)**
- **Hard Skills:** English
- **Hard Skills:** Computer Technology
- **Soft Skills:** Thinking Critically
- **Soft Skills:** Team Work
- **Soft Skills:** Communication
- **Soft Skills:** Can remember over 30++ products

## Certification

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- Advanced training microsoft office from A-Z organized by Kelas Work
- General Affairs professional training organized by Arkademi