







Khatin Riyanti

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Profile

I am a dedicated and skilled writer with a passion for creating compelling content for promotional purposes, news coverage, and event reporting. I excel at attending events and crafting engaging articles to highlight key moments. Additionally, I enjoy actively studying the Korean language to further broaden my skills and knowledge.

Work Experience

2022 - Present
Indonesia

Freelance Content Writer IDN Times

Produced news articles covering various topics such as K-Pop, K-Drama, K-Travel, K-Food, Indonesian travel, and lifestyle.
Conducted thorough research to craft compelling and informative articles.
Utilized SEO best practices to enhance content visibility and attract a larger audience. The audience more than 1000 viewers each of the articles.
Managed multiple projects concurrently to deliver high-quality, error-free content in a timely manner.

12/2022 - 05/2024
Jakarta, Indonesia

Support Analyst Staff PT Bank Central Asia Tbk (BCA)

Verifying customer documents and ensuring effective communication with branches and sales teams to accelerate home credit loan applications.
I analyze customer documents and gather customer data in accordance with company requirements for home credit applications.

01/2021 - 07/2021
Jakarta, Indonesia

Tax Specialist Staff PT Supra Primatama Nusantara (Biznet)

Gather documentation for VAT and PPH deductions, and prepare reports related to the information.

02/2020 - 04/2020
Jakarta, Indonesia

Finance Staff PT Berkat Subuh Transpor

Preparing a financial report and importing invoices.

04/2018 - 08/2019
Jakarta, Indonesia

Administration Staff PT Bank BRI Syariah Tbk

Archiving internal documents related to the project, providing reports, and arranging meetings and seminars among departments.

Education

09/2013 - 07/2017
Yogyakarta

International Relations | Bachelor's Degree | GPA 3.67
Muhammadiyah University of Yogyakarta



Education

- 06/2020 **Korean Language Education | Grade Sejong 3**
King Sejong Institute Jakarta
- 08/2022 **Korean Language Education | Korean Travel Course**
King Sejong Institute Center



Certificate

- 11/2024 **TOPIK Certificate**
National Institute for International Education
TOPIK 1 Level 2 Score 175
- 09/2024 **TOEFL Certificate**
Golden English
English Proficiency Test Score 586
- 07/2024 **Intro to Digital Marketing Certificate**
RevoU
RevoU Mini Course 2024
- 04/2022 **Honorary Reporters Certificate**
Korean Culture and Information Service (KOCIS)
Certificate Appointment as Honorary Reporters
- 11/2020 **Creative Writing Certificate**
Skill Academy by Ruang Guru
Kuasai teknik story telling dan creative writing untuk non-fiksi



Skill



Computer Skill

Microsoft Office : Ms Words, Excel, Power Point
Canva



Language Skill

Indonesian, English, Korean