



# KHATIN RIYANTI

## CAREER SUMMARY

### Administration Staff (Full Time)

PT. BANK BRI SYARIAH TBK | APRIL 2018 - AUGUST 2019

- Archiving internal documents which related to the project
- Providing reports and arranging meeting and seminar among department

### Finance Staff (Full Time)

PT. BERKAT SUBUH TRANSPOR | FEBRUARY 2020 - APRIL 2020

- Providing financial report
- Making invoice import

### Tax Specialist (Full Time)

PT. SUPRA PRIMATAMA NUSANTARA | JANUARY 2021- JULY 2021

- Collecting Value Added Tax (VAT) and Income Tax (PPH) and making a report

### Writer (Freelance)

IDN TIMES | JANUARY 2022 - NOW

- Write news which related to K-Pop, K-Drama, K-Travel, K-Food and Korea

## PERSONAL PROFILE

I can work under pressure and have good personality. Passionate in writing. I capable to make a good article for promotion, news and events. I like to attend events and make article about the events.

## RELEVANT SKILLS

- Capable of managing multiple task under a high schedule
- Highly motivated problem - solver
- Fluent in English and capable to speak Korean
- Capable of editing on canva and arranging administration

## CONTACT INFORMATION

Address: Kampung Baru RT 01 / RW 10,  
Kembangan Utara, Jakarta Barat, 11610.

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Email : riyantikhatin@gmail.com

Instagram : @ichikha12

## ACADEMIC HISTORY

### Muhammadiyah University of Yogyakarta

INTERNATIONAL RELATIONS | GRADUATED JULY 2017

- Final GPA : 3.67
- Internship report : Ministry of Foreign Affairs of Indonesia

### King Sejong Institute Jakarta

KOREAN LANGUAGE EDUCATION | COMPLETED JUNE 2020

- Grade : Sejong 3

### King Sejong Institute Center

KOREAN LANGUAGE EDUCATION | COMPLETED 5 AUGUST 2022

- Korean travel course

## CERTIFICATES

- Certificate Appointment as Honorary Reporters (2022) Korean Culture and Information Service (KOCIS)
- TOEFL Certificate (2020) LPKA Wahana Cendekia TOEFL Score 520
- Korean Language Certificate (2019 - 2020) King Sejong Institute Jakarta
- Internship Certificate 2017 Intern at Ministry of Foreign Affairs Of Indonesia