

OKTAPIANI

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PROFIL

Management graduate with an understanding of office administration, document management, and data management. Skilled in using Microsoft Office and management information systems to support the smooth operation of work units. Thorough, disciplined, and adaptable in a dynamic work environment. Ready to make a real contribution as Marketing Staff through solid teamwork and result orientation.

PENDIDIKAN

Universitas Bangka Belitung

Bachelor of management – IPK 3.72/4.00

September 2020 – November 2024

Relevant courses

Kebanksentralan, manajemen sumber daya manusia, sistem informasi manajemen, manajemen keuangan, pengantar bisnis, etika bisnis,

PENGALAMAN KERJA

AXA Mandiri

Financial Advisor

May 2025 - Now

- Successfully achieve targets from management.
- Performed after sales with a minimum of 4 cases/week.
- Offer and explain AXA Mandiri insurance products and cross sell Bank Mandiri products to Bank Mandiri customers with a minimum of 10 customers and 5 proposals/day.

Bank Indonesia

Enumerator

February 2023 – November 2024

- Interacted directly with respondents from various backgrounds, honing interpersonal communication skills. Produced 3 respondents/day
- Conducting data verification, data processing, and reporting of survey results according to established standards, resulting in a 0,5% increase in data accuracy from the previous year.
- Able to work independently and in teams, and has good adaptability in various field conditions.

PENGALAMAN ORGANISASI

Himpunan Mahasiswa Manajemen

Head of Human Resources Division

January 2022 – December 2022

- Lead teams effectively, motivate members and make sound decisions in complex situations.
- Managed and organized 150+ new students in the event PKKMB (Pengenalan kehidupan kampus mahasiswa baru) and MAKA (Manajemen Kenalan) of Management Study Program.
- Analyze problems, find creative solutions, and take appropriate actions for 50+ member organization.

Dewan Perwakilan Mahasiswa FEB UBB

Staff of Commission A.

January 2023 - December 2023

- Managed and orgnized 300+ new students in the event PKKMB (Pengenalan kehidupan kampus mahasiswa baru) and LK (Latihan Kepemimpinan) of faculty of economics and business UBB.
- Manage the internal administration of the organization, including documentation of meetings, reports, and correspondence from 6 student organizations.
- Supervise and evaluate the performance of ormawa in FEB UBB and the ongoing work program.
- Assist in the development of organizational policies and procedures that support internal governance. yang berjalan.

SKILLS

Soft skills

- Teamwork : able to work in a team with diverse team members and contribute actively to achieve a common goal.
- Result-Oriented: Focused on achieving targets with a strong commitment to performance and outcomes.
- Time management : the ability to manage time efficiently, manage deadlines, and prioritize tasks well.
- Adaptability: able to adapt quickly to changing situations and meet challenges with flexibility.

Hard skills

- Able to handle project management.
- Numerical and Basic Calculation Skill.
- Data management and document archiving.
- Operation of office administration systems.
- Administrative communication.

Application office skill

- Ms Office (word, excel, powerpoint)
- Spreadsheet
- Google dock
- Canva