

INDAH ALIYANI

Batam, 29444 • indahaliyani789@gmail.com
• (+62) 895 6033 67688 •

Bachelor's Degree in Management from Ibnu Sina University, Batam, with six years of experience as administrative staff in various companies. I have skills in administration, data entry, document archiving, basic financial reporting, and Microsoft Office applications. Has a career interest in administration and office work. Detail-oriented, communicative, and able to work both collaboratively in a team and independently.

EDUCATION

UNIVERSITAS IBNU SINA (UIS), Batam

Bachelor of Management

Graduated: July 2022 | GPA: 3.33 / 4.00

SKILLS

- Document and file management
- Data entry and financial reporting
- Microsoft Office (Word, Excel, Power Point)
- Time management
- Disciplined, detail-oriented, and responsible
- Basic english (spoken and written)

WORK EXPERIENCE

OFFICE SUPPLIES DISTRIBUTION ADMIN

October 2018 – April 2019

CV. Mitra Kurnia Sukses

- Handled cash and non-cash transactions accurately and efficiently
- Responsible for preparing daily cash reports
- Received orders and served customers via phone, chat, and email
- Ensured prices and items matched customer orders
- Prepared sales invoices and delivery notes to support shipping processes and ensure timely delivery
- Archived sales invoices for accounts payable and receivable documentation

MOTORCYCLE CREDIT ADMINISTRATION STAFF

November 2019 – March 2025

PT. Agung Seraya Motor

- Supervised administrative tasks related to document and financial data management.
- Received financial inflow and outflow reports from all company branches and prepared detailed and accurate daily cash reports.
- Ensured the proper archiving of financial transaction documents such as receipts, transfer slips, and cash reports in an organized, secure, and accessible manner.

- Managed office stationery and managed the office's routine related to administrative activities.
- Implemented a digital system to optimize financial recording and reporting.
- Handled cash and non-cash payments for motorcycle credit.
- Promoted available company offers to increase sales.
- Drafted official letters, including missing vehicle statements, BPKB status letters during the credit term, credit application letters, repossession notices, and takeover letters.
- Ensured the completeness of customer credit documents by checking physical copies, digital files, and system records accurately.
- Handled customer complaints face-to-face, via phone, and through digital channels promptly and politely, ensuring all issues were resolved.
- Responsible for managing annual and five-year vehicle taxes to ensure all were active and paid on time
- Archived customer documents (BPKB) during the credit term and ensured their timely and proper return upon credit completion.
- Archived rental customer documents (such as family cards, birth certificates, passports, marriage books, diplomas, and tax ID/NPWP), and ensured their timely and proper return upon rental completion.

NIK : 2171106906009003
National ID Number

Nomor Ijazah Nasional: 612012022001380
National Certificate Number



UNIVERSITAS IBNU SINA (UIS)

Terakreditasi B Berdasarkan SK Badan Akreditasi Nasional Nomor : 12/SK/SAR-PT/AK-PNB/PT/I/2020

Memberikan Ijazah Kepada : **INDAH ALIYANI**
Awarded this Certificate to

Tempat dan Tanggal Lahir : **Batam, 29 Juni 2000**
Place and date of birth

Nomor Pokok Mahasiswa : **181061201256**
Student Number

Jenjang Pendidikan : **Sarjana/Strata Satu (S1)**
Education Level

Program Studi : **Manajemen**
Department

Status : **Terakreditasi B (Sangat Baik), Accredited B (Very Good)**
Status

Tanggal Yudisium : **14 Juli 2022**
Completion date

Ijazah ini diserahkan berdasarkan Surat Keputusan Rektor Universitas Ibnu Sina, Nomor: 144/FEB/UIS/KPTS/VII/2022, tertanggal: 14 Juli 2022
It is awarded based on the decree of Rector of Ibnu Sina University, Number: 144/FEB/UIS/KPTS/VII/2022, on July 14, 2022

setelah yang bersangkutan memenuhi semua persyaratan yang ditentukan, kepadanya dilimpahkan segala wewenang dan hak yang berhubungan dengan ijazah yang dimilikinya, serta berhak memakai gelar akademik, **Sarjana Ekonomi (S.E.)**
after fulfilling all the specified requirements, is therefore awarded all authority and rights relating to this certificate with the academic title as **Bachelor of Economics (S.E.)**

Dekan Fakultas Ekonomi Dan Bisnis
Dean of Faculty Economics and Business

Dr. Sabri, S.E., M.M.
NIP. 777.1107.446

Batam, 28 Juli 2022
Batam, July 28, 2022



Dr. Haji Mustagim Syuaib, S.E., M.M.
NIP. 777.0803.289



Penomoran Ijazah Nasional



YAYASAN PENDIDIKAN IBNU SINA BATAM (YAPISTA)
UNIVERSITAS IBNU SINA (UIS)

Jalan Teuku Umar, Lubuk Baja, Kota Batam-Indonesia Telp. 0778 – 408 3113

Email : info@uis.ac.id /uibnusia@gmail.com Website : uis.ac.id

TRANSKRIP AKADEMIK

(ACADEMIC TRANSCRIPT)

No : 206/UIS-FEB/TA-MNJ/VII/2022

Diberikan Kepada (Awarded to)

Tempat & Tgl. Lahir (Place & Date of Birth)

Nomor Pokok Mahasiswa (Student Number)

Jenjang Pendidikan (Education Level)

Program Studi (Department)

Status (Status)

Tanggal Yudisium (Completion Date)

Nomor Ijazah Nasional

(National Certificate Number)

: **INDAH ALIYANI**

: Batam, 29 Juni 2000 (Batam, June 29, 2000)

: 181061201256

: Sarjana/Strata Satu (S1) (Bachelor)

: Manajemen (Management)

: Terakreditasi B, Badan Akreditasi Nasional Perguruan Tinggi (BAN-PT)

ACCREDITED B, with the National Accreditation Agency for Higher Education

Nomor 4687/SK/BAN-PT/Ak-PNB/S/XII/2019

Number 4687/SK/BAN-PT/Ak-PNB/S/XII/2019

: 14 Juli 2022 (July 14, 2022)

: 612012022001380

NO	KODE (Code)	MATA KULIAH (Course Title)	HM	AM	SKS	NM
1	MKK 011206	PENGANTAR AKUNTANSI I (Introduction to Accounting I)	B	3.00	2	6.00
2	MKK 011209	ASPEK HUKUM DALAM BISNIS (Legal Aspect in Business)	A	4.00	2	8.00
3	MKK 011301	PENGANTAR EKONOMI MIKRO (Introduction to Micro economics)	B	3.00	3	9.00
4	MKK 011304	PENGANTAR BISNIS (Introduction to Business)	C	2.00	3	6.00
5	MPB 011201	BAHASA INGGRIS (English)	B	3.00	3	9.00
6	MPB 011303	MATEMATIKA EKONOMI (Econometrical Mathematics)	B	3.00	3	9.00
7	MPK 011201	PENDIDIKAN AGAMA ISLAM (Islamic Religion)	A	4.00	2	8.00
8	MPK 011206	PANCASILA DAN KEWARGANEGARAAN (Pancasila and Citizenship Education)	C	2.00	3	6.00
9	MBB 012211	EKONOMI ISLAM (Islamic Economics)	A	4.00	2	8.00
10	MKB 012322	KEWIRAUSAHAAN (Entrepreneurship)	A	4.00	3	12.00
11	MKK 012207	PENGANTAR AKUNTANSI II (Introduction to Accounting II)	C	2.00	2	4.00
12	MKK 012302	PENGANTAR EKONOMI MAKRO (Introduction to Micro Economics)	B	3.00	3	9.00
13	MKK 012305	PENGANTAR MANAJEMEN (Introduction to Management)	A	4.00	3	12.00
14	MPB 012205	APLIKASI KOMPUTER BISNIS (Computer Application for Business)	A	4.00	2	8.00
15	MPB 012206	STATISTIK I (Statistics I)	B	3.00	2	6.00
16	MPB 012208	BAHASA INDONESIA (Indonesian Language)	A	4.00	2	8.00
17	MPB 012210	SEJARAH PENDIDIKAN IBNU SINA (History of Avicenna)	B	3.00	2	6.00
18	MKB 013301	MANAJEMEN KEUANGAN I (Financial Management I)	A	4.00	3	12.00
19	MKB 013302	MANAJEMEN SUMBER DAYA MANUSIA I (Human Resources Management I)	B	3.00	3	9.00
20	MKB 013303	MANAJEMEN OPERASIONAL I (Operating Management I)	B	3.00	3	9.00
21	MKB 013304	MANAJEMEN PEMASARAN I (Marketing Management I)	B	3.00	3	9.00
22	MKB 013314	AKUNTANSI BIAYA (Cost Accounting)	B	3.00	3	9.00
23	MKK 013312	BANK & LEMBAGA KEUANGAN LAINNYA (Bank and Financial Institution)	A	4.00	3	12.00
24	MPB 013207	STATISTIK II (Statistics II)	B	3.00	2	6.00
25	MKB 014305	MANAJEMEN KEUANGAN LANJUTAN (Advanced Financial Management)	B	3.00	3	9.00
26	MKB 014306	MANAJEMEN SUMBER DAYA MANUSIA II (Human Resources Management II)	A	4.00	3	12.00
27	MKB 014307	MANAJEMEN OPERASIONAL II (Operating Management II)	B	3.00	3	9.00
28	MKB 014308	MANAJEMEN PEMASARAN II (Marketing Management II)	B	3.00	3	9.00
29	MKB 014311	SISTEM INFORMASI MANAJEMEN (Management Information System)	B	3.00	3	9.00
30	MKB 014325	PERPAJAKAN (Tax)	A	4.00	3	12.00
31	MKB 015316	BUDGETING (Budgeting)	A	4.00	3	12.00
32	MBB 015302	MANAJEMEN RESIKO (Risk Management)	A-	3.70	3	11.10
33	MBB 015303	KOMUNIKASI & ETIKA BISNIS (Communication and Business Ethic)	B	3.00	3	9.00

NO	KODE (Code)	MATA KULIAH (Course Title)	HM	AM	SKS	NM
34	MBB 015304	MANAJEMEN KOPERASI DAN UKM (Management of Cooperative and Micro & Medium Enterprises)	B+	3.30	3	9.90
35	MKB 015309	PERILAKU KEORGANISASIAN (Organization Behavior)	A-	3.70	3	11.10
36	MKB 015312	EKONOMI MANAJERIAL (Managerial Economics)	C+	2.30	3	6.90
37	MKB 015313	OPERATION RESEARCH (Research Operation)	B-	2.70	3	8.10
38	MKB 015315	AKUNTANSI MANAJEMEN (Accounting Management)	A-	3.70	3	11.10
39	MBB 016309	MANAJEMAN TRANSPORTASI (Transportation Management)	A	4.00	3	12.00
40	MKB 016317	STUDI KELAYAKAN BISNIS (Business Feasibility Study)	A-	3.70	3	11.10
41	MKB 016327	PEMASARAN INTERNASIONAL (International Marketing)	A-	3.70	3	11.10
42	MKB 016328	KEUANGAN INTERNASIONAL (International Finance)	B+	3.30	3	9.90
43	MPB 016304	METODOLOGI PENELITIAN (Research Methodology)	A-	3.70	3	11.10
44	MPB 016311	PERILAKU KONSUMEN (Consumer Behavior)	B	3.00	3	9.00
45	MKB 017310	MANAJEMEN STRATEGI (Strategy Management)	B	3.00	3	9.00
46	MKB 017326	SEMINAR MANAJEMEN (Seminar of Management)	A-	3.70	3	11.10
47	MPB 017411	HUBUNGAN INDUSTRIAL & HUKUM PERBURUHAN (Industrial Relations And Labor Laws)	A-	3.70	3	11.10
48	MPB 017412	PERANCANGAN E-BISNIS (E-Business Design)	A-	3.70	3	11.10
49	MPB 017413	PERDAGANGAN INTERNASIONAL (International Trade)	B+	3.30	3	9.90
50	MPB 017414	PSIKOLOGI INDUSTRI (Industrial Psychology)	A	4.00	3	12.00
51	MPB 018309	KULIAH KERJA LAPANGAN (Fieldwork)	B+	3.30	3	9.90
52	MPB 018410	TUGAS AKHIR/SKRIPSI (Final Project/Thesis)	B	3.00	4	12.00
JUMLAH (Total)					147	490

Nilai Mutu Kumulatif (Grade Point Total) : 490
 Kredit Kumulatif (Credit Total) : 147
 Indeks Prestasi Kumulatif (Grade Point Average) : 3.33
 Predikat kelulusan (Graduation) : Sangat Memuaskan
 Judul Skripsi (Final Project/Thesis Title) : PENGARUH PRODUK, HARGA, TEMPAT, DAN PROMOSI TERHADAP KEPUTUSAN PEMBELIAN PADA PT. MITRA SERAYA MOTOR

Keterangan :

HM : Huruf Mutu (Alphabet Score)
 AM : Angka Mutu (Score)
 SKS : Beban SKS (Weight)
 NM : Nilai Mutu (Total Score)



Batam, 28 Juli 2022
 (Batam, July 28, 2022)
 Dekan Fakultas Ekonomi Dan Bisnis
 (Dean of Faculty Economics and Business)

Dr. Sabri, S.E., M.M.
 NIP. 777.1107.446

PROVINSI KEPULAUAN RIAU
KOTA BATAM

NIK : 2171106906009003

Nama : INDAH ALIYANI
Tempat/Tgl Lahir : BATAM, 29-06-2000
Jenis kelamin : PEREMPUAN Gol. Darah : O
Alamat : PONDOK ASRI INDAH BLOK S NO. 8
RT/RW : 002/008
Kel/Desa : SUNGAI PANAS
Kecamatan : BATAM KOTA
Agama : ISLAM
Status Perkawinan : BELUM KAWIN
Pekerjaan : PELAJAR/MAHASISWA
Kewarganegaraan : WNI
Berlaku Hingga : SEUMUR HIDUP



KOTA BATAM
05-10-2017

Acunt



English and Computer Course

MASTER EDUKASI

Speak with ME!

License number : REK.90/TK-3/LATTAS/IV/2020

CERTIFICATE OF COMPLETION

This is to certify:

INDAH ALIYANI

Born in Batam, June 29th 2000

*has successfully completed "English for Adult Level 1A"
focus on Speaking Skills*

(January 2025 – May 2025)

ENGLISH AND COMPUTER

Batam, June 19th 2025



M. Abdullah, S.Pd.
Chairman of Master Edukasi

MASTER EDUKASI

Score Record

NAME : INDAH ALIYANI

NO	SUBJECTS	SCORES	
		NUMBER	LETTER
1.	Structure	85	B
2.	Fluency	85	B
3.	Pronunciation	90	A
4.	Vocabulary	88	B

ENGLISH AND COMPUTER



AGUNG SERAYA MOTOR

Ruko Tanah Mas Blok D No. 5-6, Kel. Sungai Panas, Kec. Batam Kota

SURAT KETERANGAN PENGALAMAN KERJA

Yang bertanda tangan dibawah ini:

Nama : Eri Zhang
Jabatan : Direktur

Menerangkan dengan sesungguhnya bahwa yang bersangkutan dibawah ini :

Nama : Indah Aliyani
Alamat : Pondok Asri Indah Blok S No. 8, Kel. Sungai Panas, Kec. Batam Kota

Benar telah bekerja pada perusahaan yang kami pimpin terhitung sejak 15 November 2019 sampai dengan 30 Maret 2025, dengan jabatan terakhir *Administrasi Officer*.

Selama menjadi karyawan kami, saudari Indah Aliyani telah menunjukkan dedikasi, tanggung jawab yang baik dalam menjalankan tugas-tugasnya, loyalitas yang tinggi terhadap perusahaan dan tidak pernah melakukan hal-hal yang merugikan perusahaan. Yang bersangkutan mengundurkan diri atas kemauannya sendiri.

Kami berterima kasih dan berharap semoga yang bersangkutan dapat lebih sukses dimasa yang akan datang.

Demikian surat keterangan ini dibuat agar dapat digunakan sebagaimana mestinya.

Batam, 01 April 2025


Eri Zhang
Direktur

