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| CURRICULUM VITAE | |
| **PERSONAL DATA** | |
| NAME | MELVA HERTATI HUTABARAT |
| PLACE / DATE OF BIRTH | TARUTUNG/ 16 April 1992 |
| GENDER | Female |
| MARITAL STATUS | Single |
| ADRESS | jl.industri gang mokmer blok E-1 kel.Gunung sahari kemayoran Jakarta pusat |
| EMAIL ADDRESS | hertatymelva@gmail.com |
| PHONE | 082180199566 / 085276504715 |
| **FORMAL EDUCATION** | |
| 2009 – 2014 | Legal public, Faculty of law at Sriwijaya University, Inderalaya, South Sumatra.  **GPA:** 3,12 |
| 2006 – 2009 | Senior High School – SMA swasta HKBP2 Tarutung, North Sumatra |
| 2003 – 2006 | Junior High School – SMP N 3 Tarutung, North  Sumatra |
| 1999 – 2006 | Elementary School – SDN No. 173114 doloknagodang, North Sumatra |
| **WORK EXPERIENCE** | |
| Feb 2014 – sep 2014 | staff at Franz astani, notary and PPAT as south Jakarta  job description :   * Serving of law (PPJB, AJB, akta, balik nama etc) * Legal contruction management (pertelaan) |
| 2014-present | Spv store at PT.Century Franchisindo Utama  Job description:   * maintain customer servis and facilities (health check, serving drugs and prescription drugs of patient) * maintain stock, supplies and inventories( take inventory, order, check receive stock, mark price and restock shelves), * maintain accounts, perform other related duties as requid |
|  | |
| 2012-2013 | Pelatihan Kemahiran hukum (PLKH), Laboratory of law, palembang |
| 2012-2013 | KKL at Linggas Megawati office notary in Palembang south Sumatra  Job description about legal serving about fidusia |
| 2011 | Seminar and training mining of law about Coorporation Sosial Responsibility with environment |
| 2012 | Surveyor of Oil and Gas about contruction of gas pipeline Ogan Ilir (OI) |
| **ORGANIZATION** | |
| 2009 – 2014 | Member of LPMI (Lembanga Pelayanan mahasisiwa Indonesia), Palembang, South Sumatra. |
| 2010 – 2012 | Member of BEM FH (Badan Eksekutif Mahasiswa), |
| 2009 – 20013 | Member of SION |
| **SKILLS** | |
| Computer Program | Microsoft Office Application (MS Word, MS Excel, MS PowerPoint, MS acces),. |
| Language | Indonesia, English |
| Interest | Reading, travelling, singing |

Similiarly, the resume I created with truth and truth can be accounted for.

Melva Hertati Hutabarat



