



CONTACT

Date of Birth

Bandung, 2nd November 1994

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Margaasih Kelurahan Mekarrahayu
Kabupaten Bandung, Bandung
40218



EDUCATION

2012 – 2015

Politeknik Negeri Bandung
(Business Administration Major)
GPA: 3.59

2009 – 2012

SMAN 1 Margahayu

2006 – 2009

SMPN 1 Margahayu

2000 – 2006

SDN Angkasa XII

1999 – 2000

TK Bhinneka Bhakti II

PUTI SURYA ANDINI



WORKING EXPERIENCES

2015/2016

PT BTPN Syariah as Administration Staff – 1 year experience

2015 (Industrial Apprentice)

PT Pegadaian (Persero) Kantor Cabang Sayati as Administration Staff and Customer Services – 3 months

2014 (Industrial Apprentice)

Electrical Engineering Major as Administration Staff



PROFICIENCY SKILLS

- ✓ Handling event organizer
- ✓ Ability in type with 10 fingers
- ✓ Make financial report.
- ✓ Business Correspondence
- ✓ Ability in operate Microsoft Office program in general (MS Word, MS Excel, MS Power Point, MS Visio).
- ✓ Understand about office management, secretary, human resources, and marketing
- ✓ Toefl test : 460



SEMINAR AND TRAINING

- Computer Training (Netiquet)
- ESQ Basic Training
- Motivation training for new university student
- Introducing Training of University
- FASTMOTION 2013 HIPMI Seminar
- Be An Amazing Entrepreneur with Starting Creative Office Management Seminar
- Marketing Entrepreneurship Seminar
- Table Manner Course
- Beauty Class
- National ITPreneurship Seminar