



RANGGA SETIAGA, A.Md
Jl. Atang Senjaya, Bantar Jaya Village RT. 01/01
Bogor Regency West Java Province
Phone : 089657224898/088212684311
Email : kevin123yulianto@yahoo.com

EDUCATIONAL BACKGROUNDS

- Elementary School
Bantar Kambing 01, Bogor Periode 1997 – 2003
- Junior High School
Al – Muasyarah, Bogor Periode 2003 – 2006
- Senior High School
Al – Muasyarah, Bogor Periode 2006 – 2009
- Degree
Diploma Degree of BSI University, Bogor Periode 2009 – 2012

WORK EXPERIENCE

- Furnimart Mebelindo Sakti, PT
As Administration Staff Periode Jan 2011 – Dec 2012
Salary IDR. 1.800.000,-
Descriptions Job;
 - Filling Document administration
 - Create Invoice Selling
 - Create Report Of Purchase Order and Patty Case
 - Create a Report Employee’s Activity
 - Sending Document and Correspondences Form
 - Create Schedule’s Meeting
- Sigmabhineka Konsulindo, PT
As Administration Staff Periode Jan 2013 – Dec 2013
Salary IDR. 2.400.000,-
Descriptions Job;
 - Filling Document administration
 - Make an Tender Document
 - Preparing the needs of Auction / Tender
 - Prepare Document Requirements Office Administration as Tender.
 - Creating Employment Contract at the time of the award of Tender.
 - Create Invoice and Financial Statements Project activities.
- Survindo Dwi Putra, PT
As Coordinator Administration Periode Jan 2014 – Dec 2014
Salary IDR. 3.500.000,-
Descriptions Job;
 - Filling Document administration
 - Make an Tender Document
 - Preparing the needs of Tender
 - Prepare Document Requirements Office Administration as Tender
 - Creating Employment Contract at the time of the award of Tender
 - Create Invoice and Financial Statements Project activities.
 - Controlling and coordinating with experts of the project activity
 - Coordinate all administrative requirements in the activities undertaken Coordination Meeting between the company and Client
 - Create reports operational expenses offices and project activities.
- Mustika Mirah Makmur, PT
As Coordinator Administration and Tender Periode Jan 2015 – Aug 2015
Salary IDR. 3.700.000,-

SKILLS

- Administrations skill
- Computer Literate (Microsoft Office, Excel, Power Point)
- LPSE Literate (Service Providers Electronically)
- Basic English Skill
- IT Literate
- Accountings Skill
- Make Document Tender

PERSONAL DETAILS

- ◆ Name
Rangga Setiaga
- ◆ Sex
Male
- ◆ Place, Date of Birth
Bogor, February 18, 1992
- ◆ Nationality
Indonesia
- ◆ Status
Single
- ◆ Height, Weight
167 cm, 64 kg
- ◆ Health
Perfect
- ◆ Religion
Moslem
- ◆ Graduated
Diploma Degree (D3) Informatic Management
- ◆ Adreess
Jl. Atang Senjaya No. 5 Bogor
- ◆ Email
Kevin123yulianto@yahoo.com
- ◆ Phone
089657224898 Or 088212684311

HOBBIES

- ◆ Play Football
- ◆ Play Guitar
- ◆ Play Badminton
- ◆ Read Book
- ◆ Practice English
- ◆ Traveling

ABOUT ME

I Have Work Experience As Administration. I always work discipline, honest and responsible to my jobs. I can take a fast result. And I always work in individual or team