

# YAKUTSHINTA AKBAR

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## SUMMARY

I graduated from English Literature and passionate in Hospitality, Food and Beverage, Education, and Service. I worked as English Tutor for 2 years, FnB for also 2 years, and Hospitality for 1,3 years. Focus, warm, and can adapt quickly is my strength. If I join I hope can contribute and bring positive values to this company.

## WORK AND EXPERIENCE

<b>Senior Staff, Hangry!</b>	2024 - 2025
<ul style="list-style-type: none"><li>• checking product</li><li>• handling customer and driver</li><li>• operating KDS, ODS, and administration</li><li>• cooking and serving product</li></ul>	
<b>Housekeeping, Wonderloft</b>	2024 - 2025
<ul style="list-style-type: none"><li>• controlling cleanliness and tidiness</li><li>• making sure all units in line with hostel's standard</li><li>• operating KDS, ODS, and administration</li><li>• monthly opname stock</li></ul>	
<b>Daily worker, Alfamart</b>	2024
<b>Sugarcane Plantation, Ngawi</b>	2024
<b>Brilliant Solution Tutor, Yogyakarta</b>	2018 - 2020

## EDUCATION

<b>English Literature, S-1</b>	Sept 2016 - Dec 2021
Universitas Negeri Yogyakarta	
<ul style="list-style-type: none"><li>• Major in Translation</li><li>• Final GPA: 3.11</li></ul>	
<b>SMA N 1 Rembang</b>	2012 - 2015

## CERTIFICATE AND WORKSHOP

<b>I-ACT Workshop Receiver, Jakarta</b>	2023
Italy-Irena Action for Climate Toolkit	
<b>Cakap</b>	2023
Belajar Menerapkan Bahasa Inggris untuk Staf Administrasi Kantor	
<b>SDG Academy Indonesia</b>	2023
<b>Skills for Jobs Indonesia</b>	2023
Berkarir sebagai Administrative Professional	
<b>TOEFL ITP</b>	2020
Score: 550	

## KEY SKILLS

- Office Suite software
- Canva
- Organizational and time management skills
- Corporate communications
- Problem solving
- Creative writing
- Attention to details
- Fluent in English