

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

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

EDUCATION

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

CERTIFICATE AND WORKSHOP

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