

Attention To :

Human Resources Department

Dear Sir/Madam,

I found that your company is looking for employee. And I believe it is fit with my background education or my experience.

My name is Rayi Pertiwi, I am twenty five years old. I graduated from Citra Mandiri High School of Office Administration in May 2014 and until now I am still studying Guidance and Counseling at Indraprastha University. I consider myself that I have qualifications as you want. I active, skillful, creative, problem solver and multi skill individual seeking a position that offers both challege and a good opportunity industrial growth. More than 4 years of experience working at Lazada Group as Analyst, Vendor Relationship Management and a little internship experience at Soho Group.

With my qualifications, I confident that I will be able to contribute effectively to your company. Herewith I enclose my :

1. Pas color photograph 4x6 cm
2. Copy of Letter (KTP)
3. Curriculum Vitae
4. Certificate of Health
5. Letter of Work Experience
6. Transcript Value Semester 1 and 2 (Bachelor)
7. Copy of High School Certificate
8. Copy of Transcript Value one sheet (Senior High School)
9. Copy of Police Notes (SKCK)
10. Copy of Certificate of Competency
11. Copy of Internship Certificate

I would express my gratitude for your attention and I hope I could be the part of your company.

Sincerely,

Rayi Pertiwi

HP : 0813-8507-0732



# JAKARTA TIMUR

NIK : 3175066411950002

Nama : RAYI PERTIWI  
 Tempat/Tgl Lahir : CIMANGGU, 24-11-1985  
 Jenis Kelamin : PEREMPUAN Gol. Darah : O  
 Alamat : KP. JEMBATAN  
 RT/RW : 010/002  
 KewDesa : PENGGIANGAN  
 Kecamatan : CAKUNG  
 Agama : ISLAM  
 Status Perkawinan : BELUM KAWIN  
 Pekerjaan : KARYAWAN SWASTA  
 Kewarganegaraan : WNI  
 Berlaku Hingga : SEUMUR HIDUP



JAKARTA TIMUR

24-01-2016

*[Handwritten signature]*



# RAYI PERTIWI

## DETAILS

### Contacts

Kp. Jembatan RT. 011 / 012 No. 98, Penggilingan,  
Cakung, East Jakarta, 13940, Indonesia  
[rayi.pertiwi.rp@gmail.com](mailto:rayi.pertiwi.rp@gmail.com)  
081385070732

### Nationality

Indonesian

### Date / Place of birth

November 24, 1995  
Cimanggu

## PROFILE

Analyst, Vendor Relationship Management with more than 4 years working experience. Creative problem solver with strong interpersonal skills. Managed to become the "Best Report RTM (Return to Merchant) 2016 from all of Lazada Asia" and resolve ticket complaints 90% every day. I am good at using Microsoft Office (Word, Excel and Power Point), I am used to using Zendesk and Salesforce and I also know the process administration because of my educational background.

## EMPLOYMENT HISTORY

### Analyst, Vendor Relationship Management, PT. Lastana Express Indonesia / LAZADA GROUP, Depok

NOVEMBER 2015 – JULY 2020

- Contact the customer to ensure the package has been received properly
- Handling customer and seller complaints
- Processing data, updating status, monitoring and making reports for items returned to the seller
- Processing data, updating status, monitoring and making reports for goods sent to customers from retail, fbl, crossborder and marketplace
- Processing data, updating status, monitoring and making reports for items returned by the customer to the lazada
- Maintaining good relations between customers with lazada, lazada with shipping services
- Achievement : Best Report RTM (Return to Merchant) 2016 from all of Lazada Asia

### Sales Promotion Girl, PT. AWS FOODS, East Jakarta

MAY 2015 – JULY 2015

- Achieve maximum work productivity
- Achieve Target Sales
- Maintain Shrinkage Rate (lost item number)

- Give correct information to customers
- Maintain the cleanliness of Sales and Merchandise Areas

### **Crew Store, PT. Sumber Alfaria Trijaya Tbk, East Jakarta**

JUNE 2014 – JULY 2014

- Serve all types of payments
- Offering products that are being promoted
- Check incoming money (prevent counterfeit money from entering the safe)
- Prevents a minus or difference in money at the end of the shift (the number of items sold must match the money coming in during the shift)

## **EDUCATION**

### **Bachelor, Indraprasta University, East Jakarta**

AUGUST 2019 – PRESENT

I am an active student in semester 3 majoring in guidance and counseling. I am still in college every Friday (8.00 p.m - 10.00 p.m) and Saturday (7.00 a.m - 3.00 p.m).

### **Citra Mandiri Senior High School, East Jakarta**

MAY 2011 – MAY 2014

- First rank since class 1 semester 1 to class 3 semester 6
- The 4th highest score in the National Examination in Citra Mandiri High School

## **LINKS**

[Linked](#) [Instagram](#)

## **SKILLS**

Microsoft Office



Data Management



Movie Maker



Communication and Presentation



## **INTERNSHIPS**


### **Internship in Fixed Asset Spare Part Procurement Dept, PT. Soho Industri Pharmasi / SOHO GROUP, East Jakarta**

JANUARY 2013 – APRIL 2013

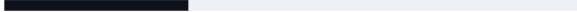
- Receive an incoming call and forward it back to the person concerned
- Sort incoming and outgoing mail
- Receive exchange of purchase orders from the vendor
- Arrange purchase orders based on manufacturing date
- Compare the prices of goods from catalogs sent by vendors
- Create a meeting schedule and reserve a meeting room

## LANGUAGES

Indonesian

A horizontal progress bar for the Indonesian language skill. It consists of a solid black segment on the left, followed by a light gray segment on the right, indicating a partial level of proficiency.

English

A horizontal progress bar for the English language skill. It consists of a solid black segment on the left, followed by a light gray segment on the right, indicating a partial level of proficiency.

## HOBBIES

- +Read books, articles and novels
- +Writing a story or poetry
- +Design
- +Arrange the layout of items in a room
- +Making handicrafts



# "KLINIK PENGILINGAN"

Jl. Raya Penggilingan No. 16 Jakarta Timur Telp. (021) 4610131  
PENANGGUNG JAWAB

Dr. ALIMAT

SIP : 2.101.3172.0109/5.60.03.04.071

PRAKTEK DOKTER 24 JAM



## SURAT KETERANGAN BERBADAN SEHAT

Yang bertanda tangan dibawah ini menerangkan bahwa setelah memeriksa :

Nama : Rauzi Perlini

Umur : 25th

Alamat : Kp Jembolan Rt 11/12 no 98 Penggilingan  
Cekung Jakarta Timur

Pada pemeriksaan yang dilakukan hari ini, ternyata berada dalam keadaan  
sehat.

Surat keterangan ini diberikan untuk keperluan : .....

Melamar Kerja

BB : 46 kg  
TB : 156 cm  
TD : 110/70 mm/Hg

Jakarta 25-11-2020



Pemeriksa

Dr. PRAYITNO

SIP : 2.101.3172.0109/5.60.03.04.071  
(dr. ....)





# PT. INDOPSIKO INDONESIA

EXCELLENCE SKILL AND STRONG LEADERSHIP  
CONSULTANT PSYCHOLOGICAL EMPLOYEE

JL. PAHLAWAN REVOLUSI NO. 59 JAKARTA TIMUR TELP. 8615604 FAX. 8611507 (DEPAN BCA)

## **CERTIFICATE OF EMPLOYMENT** **SURAT KETERANGAN KERJA**

No.126/HRD/V/17

*This is to certify that*

Dengan ini menerangkan bahwa

Name

: RAYI PERTIWI

Nama

Date of Birth

: CIMANGGU, 24 NOVEMBER 1995

Tempat Tanggal Lahir

Point of Assignment

: PT. LASTANA EXPRESS INDONESIA

Position / Dept

: VENDOR RELATION 3 PL

Jabatan

Service Period

: From 23 November 2015 Up To 30 September 2016

Masa Kerja

Dari - Sampai Dengan :

Reason for Leaving

: The expiration of the Employment Agreement

Alasan Berhenti

Berakhirnya Masa Perjanjian Kerja

*We would like to take this opportunity to thank you for you past effort and contribution to PT INDOPSIKO INDONESIA. We wish you every success in the future.*

Kami mengucapkan terimakasih atas usaha dan dedikasi yang di berikan kepada PT INDOPSIKO INDONESIA, semoga prestasi dan keberhasilan senantiasa menyertai saudara di waktu yang akan datang.

Jakarta, 24 MEI 2017

PT. INDOPSIKO INDONESIA

  
RUSTINI, SE

Hrd. Manager





**PT. Lastana Express Indonesia**  
GD. Capital Place LT. 20  
Jl. Jend. Gatot Subroto Kav. 18, Kuningan Barat  
Mampang Prapatan, Jakarta Selatan  
Indonesia 12710  
Telp. 021 80630210

Jakarta, 30 July 2020

## To Whom It May Concern

This is to certify that **Ms. Rayi Pertiwi** has been employed at PT. LASTANA EXPRESS INDONESIA since 1 October 2016 to 31 July 2020. Her last position is Analyst, Vendor Relationship Management in **Lazada eLogistics-Indonesia-Transport-Local team Department**.

Yours faithfully,  
PT. LASTANA EXPRESS INDONESIA

A blue ink signature and a circular blue stamp. The stamp contains the Lazada eLogistics logo and the text 'PT. Lastana Express Indonesia'.

**Jane Evelyn Tansy**  
Vice President, Compensation & Benefits

## Transkrip Nilai

Semester: 1

Tahun Ajar: Gasal 2019/2020

No	Kode Matkul	Nama Mata Kuliah	Kelas	SKS	Nilai Huruf	Nilai Angka	SKS x NA
1	KB01G120	Dasar-Dasar Pelayanan BK *)	XD	3	A-	3.75	11.25
2	KK01G110	Dasar-Dasar Ilmu Pendidikan *)	XD	3	B+	3.25	9.75
3	KK01G111	Psikologi Umum *)	XD	3	A-	3.75	11.25
4	PK01G101	Agama	XD	2	A-	3.75	7.50
5	KK01G104	Komputer Dasar #)	YD	2	A	4.00	8.00
6	PB01G130	Psikologi Konseling	YD	2	B	3.00	6.00
7	PK01G102	Pancasila	YD	2	A-	3.75	7.50
8	PK01G107	Bahasa Indonesia	YD	2	B-	2.75	5.50
Jumlah				19		28.00	66.75
Indeks Prestasi Semester (IPS)				3.51			

Semester: 2

Tahun Ajar: Genap 2019/2020

No	Kode Matkul	Nama Mata Kuliah	Kelas	SKS	Nilai Huruf	Nilai Angka	SKS x NA
1	KK01G213	Psikologi Perkembangan Anak & Remaja *)		3	A	4.00	12.00
2	PB01G233	Psikologi Sosial *)		2	A-	3.75	7.50
3	PB01G243	Pengembangan Profesi Konseling *)		3	A-	3.75	11.25
4	PB01G256	Manajemen BK		3	A	4.00	12.00
5	KB01G231	Psikologi Pendidikan		2	B+	3.25	6.50
6	KK01G203	Kewarganegaraan		2	A-	3.75	7.50
7	KK01G212	Belajar dan Pembelajaran		2	B	3.00	6.00
8	KK01G223	Filsafat Ilmu		2	A-	3.75	7.50
Jumlah				19		29.25	70.25
Indeks Prestasi Semester (IPS)				3.70			



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN  
REPUBLIK INDONESIA

IJAZAH

SEKOLAH MENENGAH KEJURUAN

PROGRAM 3 TAHUN

TAHUN PELAJARAN 2013/2014

Program Studi Keahlian : ADMINISTRASI  
Kompetensi Keahlian : Administrasi Perkantoran

Yang bertanda tangan di bawah ini, Kepala Sekolah Menengah Kejuruan .....  
*Citra Mandiri Jakarta* ..... menerangkan bahwa:

nama : *RAYI PERTIWI*  
tempat dan tanggal lahir : *Citarap, 24 Nopember 1995*  
nama orang tua/wali : *Bagus Karyanto*  
nomor induk siswa nasional : *9956456196*  
nomor peserta ujian nasional : *4-14-01-05-103-075-6*  
sekolah asal : *SMK Citra Mandiri Jakarta*

LULUS

dari satuan pendidikan berdasarkan hasil Ujian Nasional dan Ujian Sekolah serta telah memenuhi seluruh kriteria sesuai dengan peraturan perundang-undangan.



*Jakarta, 20 Mei* ..... 2014  
Kepala Sekolah,

*Dr. H. Ajuddin, I/S*  
NIP. ....

DN-01 Mk 0063650



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN  
REPUBLIK INDONESIA



**SURAT KETERANGAN  
HASIL UJIAN NASIONAL**

**SEKOLAH MENENGAH KEJURUAN  
PROGRAM 3 TAHUN  
TAHUN PELAJARAN 2013/2014**

Program Studi Keahlian : ..Administrasi.....

Kompetensi Keahlian : ..Administrasi Perkantoran.....

Yang bertanda tangan di bawah ini, Kepala Sekolah Menengah Kejuruan .....

CITRA MANDIRI, Kota Administrasi Jakarta Timur ..... menerangkan bahwa:

nama : ..RAYI PERTIWI.....

tempat dan tanggal lahir : ..CILACAP, 24 NOVEMBER 1995.....

sekolah asal : ..SMK CITRA MANDIRI.....

nomor peserta ujian nasional : ..4-14-01-05-193-075-6.....

**LULUS/TIDAK LULUS<sup>1)</sup>**

Ujian Nasional berdasarkan Peraturan Menteri Pendidikan dan Kebudayaan Nomor 97  
Tahun 2013 dengan hasil sebagai berikut:

No.	Mata Pelajaran	Nilai Sekolah	Nilai Ujian Nasional	Nilai Akhir <sup>2)</sup>
1	Bahasa Indonesia	8,99	7,80	8,3
2	Bahasa Inggris	8,79	6,40	7,4
3	Matematika	9,01	7,25	8,0
4	Kompetensi Keahlian	9,07	8,91	9,0
Jumlah		35,86	30,36	32,7

<sup>1)</sup> Coret yang tidak perlu

<sup>2)</sup> Nilai Akhir = 40% Nilai Sekolah + 60% Nilai Ujian Nasional



Jakarta, 20 Mei ..... 2014

Kepala Sekolah,

DRS. HAMZUDDIN, HS.

DN-01 Mk 0063650





**SURAT KETERANGAN CATATAN KEPOLISIAN**  
**POLICE RECORD**

Nomor : SKCK/YANMAS/04179/VIII/YAN.2.3/2020/RES.JAKTIM

Diterangkan bersama ini

*This is to certify that :*

Nama : RAYI PERTIWI  
Name  
Jenis Kelamin : PEREMPUAN  
Sex  
Kebangsaan : INDONESIA  
Nationality  
Agama : ISLAM  
Religion  
Tempat dan Tanggal lahir : CIMANGGU, 24 November 1995  
Place and date of birth  
Tempat tinggal sekarang : KP. JEMBATAN NO. 39 RT 10 RW 02 PENGKILINGAN CAKUNG KOTA  
Current Address : JAKARTA TIMUR

Pekerjaan : MAHASISWA  
Occupation  
Nomor Kartu Tanda Penduduk : 3175066411950002  
Citizen card Number  
Nomor Passport/KITAS/KITAP :  
Passport/KITAS/KITAP

Rumus Sidik Jari : 4 I 1 U IOO 13  
Fingerprints Formula : L 18 R IOI

Setelah diadakan penelitian hingga saat dikeluarkan surat ini yang didasarkan kepada :  
*As of screening through the issue here of by virtue of :*

Catatan Kepolisian yang ada :  
*Existing Police Record*

bahwa nama tersebut diatas tidak memiliki catatan atau keterlibatan dalam kegiatan kriminal apapun  
*the bearer hereof proves not to be involved in any criminal cases*

selama ia berada di Indonesia : 24 November 1995  
*during his/her stay in Indonesia*  
sampai dengan : 19 Agustus 2020  
*to*

Keterangan ini diberikan berhubungan dengan permohonan  
*This certificate is issued at the request to the application*

Untuk keperluan/menuju\* : MELAMAR PEKERJAAN  
*For the Purpose or to*  
Berlaku dari tanggal : 19 Agustus 2020  
*Valid from*  
Sampai dengan : 19 Februari 2021  
*Until*



Dikeluarkan di : Jakarta  
*Issued in*

Pada Tanggal : 19 Agustus 2020  
*On*

**KEPALA KEPOLISIAN RESORT METRO JAKTIM**  
**KASAT INTELKAM**

PT. MATAHARI DEPARTMENT STORE Tbk



## SERTIFIKAT UJI KOMPETENSI CERTIFICATE OF COMPETENCY

No. : 01.05.F6045.075.0

Nomor : I41/SMK-CM/UKK/V/2014

*Sertifikat diselenggarakan berdasarkan Peraturan Menteri Pendidikan Nomor 97 Tahun 2013 tentang Ujian Nasional Tahun Pelajaran 2013/2014 dan Keputusan Badan Standar Nasional Pendidikan (BSNP) Nomor 0022/P/BSNP/I/2013 tentang Petunjuk Operasional Sekolah (POS) Ujian Nasional SMK Tahun Pelajaran 2013/2014*

Menyatakan bahwa :

**RAYI PERTIWI**

Lahir di : Cilacap, 24 November 1995  
Sekolah Asal : SMK CITRA MANDIRI JAKARTA

Dinyatakan LULUS Ujian Praktik Kejuruan dan diakui telah memiliki Kompetensi seperti tercantum dibalik sertifikat ini.

Kepala SMK Citra Mandiri  
  
Drs.H. Ajuddin HS

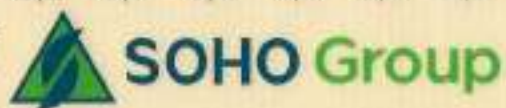


SMK CITRA MANDIRI

Jakarta, 20 Mei 2014  
PT. Matahari Department Store Tbk

Purwaningsih, S.Sos  
Manager





# SOHO GROUP

## *Sertifikat*

Diberikan kepada:

**Rayi Pertiwi**

Telah melaksanakan Praktek Kerja Lapangan  
di Fixed Asset & Spare Part Procrument Dept.

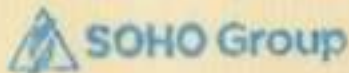
Periode: 30 Januari 2013 – 26 April 2013

Jakarta, 23 September 2013

A handwritten signature in blue ink, appearing to read "Maria Jenny".

**Maria Jenny**

*Recruitment & Training Support Sect. Head*



A handwritten signature in blue ink, appearing to read "Yuvianty Soesilowati".

**Yuvianty Soesilowati**

*Recruitment & Performance Management Dept. Head*