



SOUSA MENTARI HERMAWAN

JL. PISANGAN BARU I NO 1A RT/RW 009/008
MATRAMAN, JAKARTA TIMUR 13110

HP Number : 089509017292
Email : sousamentari307@gmail.com

PERSONAL INFORMATION

- Nick Name : Oca
- Place, Date of Birth : Jakarta, 5 September 2003
- Weight & Height : 70 kg / 162 cm
- Hobby : Singing

PERSONAL & PROFESSIONAL SKILLS

- Language : Passive English & Indonesian
- Computer Literacy : Ms. Word, Excel, Power Point
- Have leadership skills
- Good communication skills
- Teamwork
- Creative and High Initiative

LAST EDUCATION

- SMKN 40 JAKARTA (Accounting) 2021

WORK EXPERIENCE

- **PT. SOFTBLESS SOLUTIONS (January 2020 – March 2020)**

Professional placement as Assistant Accounting :

- Contribute to monitoring the company's financial performance by routinely making recaps and recording hundreds of transaction data
- Prepare and ensure the final report is prepared in accordance with IFRS / PSAK.
- Keep financial records in digital and physical form
- Reviewing employee payroll documents

- **EVENT DENOSA FASHION (April 2021 – June 2021)**

As Salesperson :

- Responsible for the management and business of the company with a turnover > Rp. 50,000,000 every month
- Organizing storage locations for > 20 products to create good visuals
- Provide maximum service to customers in order to maintain customer satisfaction
- Success in suppressing customer complaints by always providing information and promotions through existing product knowledge



- **PT. PRIMAFOOD INTERNATIONAL (September 2021 – February 2022)**

As Food Advisor :

- Perform standard appearance or Grooming
- Perform good customer service and make cashier payment transactions
- Increasing customer database every day
- Receiving goods and placing stock of goods in the right place and displaying goods in a neat and orderly manner according to SOP
- Carry out orderly administration and always maintain the tidiness and cleanliness of the store

