



🏠 Jl Garuda Rt 13 Rw 03 Kelurahan Gunung Sahari Kecamatan Kemayoran Jakarta Pusat, Jakarta Pusat Kemayoran 📍

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ABOUT SELF

I am a highly motivated and enthusiastic individual. I am looking for opportunities to develop my skills and talents since I entered the world of education and the world of work. I am happy to be able to learn new things with high insight and enthusiasm, as well as being able to operate Microsoft Word, Microsoft Excel, Microsoft Powerpoint, and able to operate Google sheets. I enjoy working under pressure to improve my discipline.

WORK EXPERIENCE

Staff admin

Jul 2020 - Okt 2021

CV.TAFAQQUH, Pekanbaru

1. Able to organize reports.
2. Responsible for the company's business management by holding the company's financial assets worth Rp.(34,000,000)/month.
3. Provide maximum service >10 buyers to ensure customer satisfaction
4. Become the frontline in customer service by actively serving product orders for more than 10 people every day.

EDUCATION AND QUALIFICATIONS

SMA NEGERI 1 RIMBA MELINTANG, Riau

Jul 2017 - Mei 2020

SMP NEGERI 02 JUMRAH, Riau

Jun 2015 - Apr 2017

SD NEGERI 002 JUMRAH, Riau

Jun 2009 - Jun 2014

INTEREST

Reading books, Climbing, music

SKILL

Microsoft word	Experienced
Microsoft excel	Experienced
Microsoft power point	Experienced
Google Sheet	Experienced

COURSE

Computer

Nov 2015 - Agu 2016

mr.Andika S.kom