

RENI NOVITA

FRESHGRADUATE
BACHELOR DEGREE OF HUMANITIES
SINGLE
MOESLIM
159 CM | 63 KG

WORKING EXPERIENCE

Online Shop 6Saudara_Jewelry

Online shop Admin

2020 -
Present

- Taking picture of the Product
- Uploading the product into the online shop account
- Checking for the stock of the product
- Replying for the customer's chat
- Preparing and packing the customer's order
- Follow up to the customer if the product is unavailable.

Maxim Online Transportation

Sales Promotion (Freelance)

2019

- Promoting Maxim as the newest online transportation in Padang
- Working on target to get new customer per days.
- Distribute the brochure of Maxim information

Yayasan Jortah Indonesia

Volunteer

2019

ORGANIZATION EXPERIENCE

KBSI Chapter Padang

Volunteer as a Teacher

2019

MRI-Sumatera Barat

Volunteer

2019

Relawan Sosial (BEM-KM UNAND)

Volunteer

2018

TRAINING EXPERIENCE

Lean Startup : Mulai Bisnis Tanpa Takut Gagal |

Google

Participant

2020

Women Will : Perempuan bisa menjadi Wirausaha

Participant

2018



PERSONAL PROFILE

I am a freshgraduate from Andalas University. I am a person who easy to adapt in the new society, creative and hard worker. I am able to work both on my own initiative and also as the part of the team. I try to learn something new from every experience to improve both of personally and professionally.

CONTACT



+6285278376164



reeninovitaa@gmail.com



Kampung Jembatan, RT 06 / RW 12,
Penggilingan, Cakung, Jakarta Timur

EDUCATION

2012 - 2015

Senior High School 2 Padang
Panjang

2015 - 2020

Andalas University

English Department

SKILLSET

TECHNICAL SKILL

- Microsoft Word ★★★★★
- Microsoft Excel ★★★★★
- Analysis ★★★★★
- Administration ★★★★★

PERSONAL SKILL

- Creativity ★★★★★
- Responsibility ★★★★★
- Team work ★★★★★
- Honestly ★★★★★

LANGUAGE SKILL

- Bahasa Indonesia ★★★★★
- English ★★★★★