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| **CURRICULUM VITAE** |

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|  | 🞂Ade Sugiharto  Jl. Penggalang No.24 RT.009/03 Kel. Palmeriam Kec. Matraman Jaktim 13140  Phone: 085718555327  E-mail: adesugiharto27@gmail.com |

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|  | Objectives  Job Application  Education  Diploma 3 Manajemen Informatika Politeknik LP3I Jakarta (October 16, 2006)   * TOEFL in 2004 (score : 460) * TOEIC in 2004 (score : 610)   Experience  Import Tax Payment Processor Staff (may 7, 2010 – dec 15, 2013)  Citibank (Plaza Bapindo, Jl Jend Sudirman, Jakarta)  Input tax data from customer, prepare the tax document for customer, prepare bukti potong tax customer  Transaction Service Representative (dec 16, 2013 – nov 18, 2020)  Citibank (South Quarter, Jl RA Kartini cilandak, Jakarta)  Input incoming transfer data from customer, repair outgoing data transfer to other banks, do balancing data from central bank (BI)  Skills   * Microsoft office * Internet * Setup PC, Printer, and other hardware * Windows Installation * 10 finger typing |

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