

# HAFIZ DALIMUNTHE S.E



## CONTACT

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## PROFILE

I am a bechelor of economic having 1 year more experience in some professional works. I am very experienced for admin, marketing and cashier. I am used to use microsoft office mainly excel vlookup, hlookup program and etc. I can speak english well with proving score TOEFL ITP 577. With entire my experiences and skills which i have i am ready for continuing my carrier as professional worker.

## SKILLS

- Problem solving
- Team work
- Interpersonal
- adaptive
- Leadership
- Communication
- Time management

## EXPERIENCE

### ADMIN MARKETING

#### PT Polo viena luggage

Feb 2021 - Dec 2021

- Data entry
- Making schedule for employees
- Diary management and arrangging appointments
- Arranging both internal and external company

### ADMIN INTERN

#### PT Nissan motors company

Feb 2019- April 2019

- Providing administration support to sales schedule
- Entry data new vehiche to release for costumers
- Dealing with email enquiries
- Making schedule for employees

### ADMIN AND CASHIER

#### Roemah akmal cafe

2017-2018

- Providing paid by costumers
- Inputing monthly data report
- Writing income and expenditure company monthly

## EDUCATION

### BACHELOR OF ISLAMIC ECONOMIC UINSU MEDAN

2016-2020

### SENIOR HIGH SCHOOL 29 JAKARTA

2012-2015