Riana Septiani Hairi

Date of birth: 26/09/1996 | **Nationality:** Indonesian | **Phone number:** (+62) 81378288614 (Mobile) | **Email address:**

rianahairy@gmail.com | **Address:** Ir.Sutami Street, Pinang II, No.6, , 29112, Tanjungpinang, Indonesia (Home)

WORK EXPERIENCE

01/01/2022 – CURRENT
PRIVATE TEACHER BRILL PRIVATE COURSE

- Responsible for teaching the subject and helping student to improve their skills in certain subject
- Providing students with exercises to practice understanding
- helping to correct homework.
- Communicating with parents and guardians on the student's progress

20/07/2022 – 13/05/2023
COMMUNITY FIELD STAFF- BINTAN CARBONETHICS FOUNDATION

- Managing and Coordinating Creative Economy Group (KEK-TS) members in Bintan
- Empowering and Motivating Creative Economy Group (KEK-TS) members in Bintan
- Engaging and Tracking the progress Creative Economy Group (KEK-TS

31/03/2020 – 31/08/2021
ADMINISTRATION STAFF TUPPERWARE TANJUNGPINANG

- Handled office clerk and a variety of administration duties for the director and sales member
- Responsible for gathering all accounting reports, customer purcahse data and efficiently filing them into system
- handled Report analysis of payroll
- Responsible for giving customer information

EDUCATION AND TRAINING

20/09/2015 – 18/08/2019 Bandung, Indonesia
BACHELOR'S IN INTERNATIONAL RELATION Pasundan University

Address Lengkong Besar street No.68, Cikawao, 40261, Bandung, Indonesia

11/02/2012 – 15/03/2014 Ngawi, Indonesia
SENIOR HIGH SCHOOL Darussalam Gontor Islamic Boarding School

Address Raya Ngawi street- Sambirejo, Ngawi, East Java 63261, 63261, Ngawi, Indonesia

LANGUAGE SKILLS

Mother tongue(s): **INDONESIA**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B2	B2	B2	B2
ARABIC	B2	C1	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Word | Microsoft Excel | Google Drive | canva | google docs | Beginner HTML and CSS