

Fitria Ananda Putri

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About Me

I am an Indonesian student majoring in Computer Information currently pursuing an associate degree at Osan University. I have been living in Korea for 1 year and have a background in Computer Engineering. I am actively involved in several organizations, both within and outside of school. I have good communication skills and am capable of working both in teams and independently. I am enthusiastic about continuous learning, growth, and ready to face new challenges to achieve the company's professional goals.

Education

Osan University <i>Associate Degree, Computer Information</i>	Osan, South Korea <i>2024 – present</i>
Universitas terbuka <i>Business Management</i>	Indonesia <i>2024 – present</i>
SMKN 1 Udanawu Blitar <i>Computer Engineering</i>	Indonesia <i>2020 – 2023</i>

Work Experience

Pertamina <i>Gas Station Operator</i> <ul style="list-style-type: none">Provided friendly and professional service to customers.Answered customer questions regarding available products and services at the gas station.Operated cashier machines and handled payments both in cash and non-cash.Prepared daily reports on fuel sales and other merchandise.Conducted periodic stock checks on fuel and other products and reported findings to management.Worked collaboratively with colleagues and supervisors to ensure smooth operation of the gas station.Attended training sessions and meetings to improve skills and knowledge.	Indonesia <i>Jan 2020 – Jul 2020</i>
Neocat <i>Petshop Administration</i> <ul style="list-style-type: none">Maintained accurate and organized administrative records.Managed documents such as invoices, receipts, and inventory records.Addressed customer complaints promptly and effectively.Maintained customer database including contact information and purchase history.Assisted in marketing and promoting products, such as creating posters or posting on social media.	Indonesia <i>Dec 2021 – Jul 2021</i>

Organizational Experience

Modern Dance and K-Pop Organization, SMKN 1 Udanawu <i>Deputy Leader</i> <ul style="list-style-type: none">Assisted the organization leader in planning and executing various dance activities and programs.Substituted for the leader in conducting meetings or events when the leader was unavailable.Organized and supervised routine practices, workshops, and performances.Coordinated preparations for performances, including costumes, props, and equipment.Provided guidance and support to new members.Coordinated promotional activities to increase the organization's visibility.	<i>2018 – 2020</i>
Student Association, Osan University <i>Media and Documentation Division Staff</i> <ul style="list-style-type: none">Took photos and videos during events organized by the student association.Compiled documentation reports for each conducted activity.Used documentation results to create publication materials such as bulletins, magazines, or annual reports.Managed the student association's social media accounts by uploading photos, videos, and updates about association activities.Edited photos and videos to ensure high-quality before publication.	<i>2021 – 2022</i>

Skills

Hard Skills:

- Management
- Photo and video documentation
- Canva
- Graphic Design
- Basic C++ Programming
- Video Editing
- English B2
- Korean Level 4
- Indonesian

Soft Skills:

- Communication
- Teamwork
- Time Management
- Creativity
- Work Ethic
- Adaptability