



# VIVIN YULIANI SIREGAR

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Bogor, Indonesia

Bachelor's degree at STMIK Mikroskil majoring in information systems with an interest in data processing and analysis. Have work experience that has honed analytical thinking, problem solving, responsibility and communication skills.

## Work Experiences

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### PT Kita Mitra Indonesia-Bukalapak Partners - Bekasi

Mar 2023 - Jun 2023

*Store Admin*

- Listing products for new IDC and reviewing registered SKUs
- Update product prices and stock
- Process orders entered into the MSC Bukalapak application and print delivery orders
- Packing consumer orders that will be carried by couriers and ensuring that orders arrive on time

### PT Mitra Karsa Utama - Jakarta

Sep 2022 - Oct 2022

*E-commerce Admin*

- Active in responding to incoming messages from all potential online buyers
- Process order transactions in Shopee, Tokopedia, Lazada, Blibli applications
- Active in responding to incoming messages from all potential online buyers

### PT Siprama Cakrawala-Bukalapak Partners - Bogor

Jun 2021 - Mar 2022

*Store Admin*

- Listing products for new IDC and reviewing registered SKUs
- Update product prices and stock
- Process orders entered into the MSC Bukalapak application and print delivery orders
- Packing consumer orders that will be carried by couriers and ensuring that orders arrive on time

## Education Level

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### STMIK Mikroskil - Medan

Aug 2016 - Aug 2020

*Bachelor Degree in Information System, 3.27/4.00*

- Processed and analyzed statistical data using Excel and SPSS
- Learned about product sales and distribution and business analysis
- Learned about computer network design using MySQL

## Skills and Other Experience

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- **Hard Skills:** Microsoft Office (Word, Excel, Power Point), SPSS, MySQL
- **Training** 🎓 (2022): Training in making financial reports using Microsoft Excel in pre-employment preparation programs to increase competence in entering the world of work