

Palembang, October 25, 2024

Dear HR Department,
Dunia Coding

Sincerely,

My personal details are as follows:

Name : Putra Sulaiman
Place/Date of Birth : Palembang, April 13, 2004
Last Education : 7th Semester English Education Students of Universitas Islam Negeri Raden Fatah Palembang
Address : Komp RSS B Blok P6 NO. 5206 Kec. Sako Kel. Sako Multiwahana Palembang City
Phone Number : 08994408382
Email : putrasulaiman1304@gmail.com

From information I have received regarding the acceptance of New Customer Services Staff at PT Sqouts Karya Indonesia. I hereby apply for the position of Customer Services Staff at PT Sqouts Karya Indonesia. For consideration, I have attached the following documents:

1. Photo
2. Curriculum Vitae
3. High School Diplomas
4. Transcripts Score
5. KTP
6. Supporting Documents (Certificates)

Thus, I made this job application letter. I hope to be accepted into your Company. I thank you for the attention and opportunity you have given me.

Regards,

(Putra Sulaiman)



Putra Sulaiman

Administration

putrasulaiman1302@gmail.com / +62 899-4408-382

Palembang, Indonesia

About Me

Me, Putra Sulaiman, I'm 7th Student of Universitas Islam Negeri Raden Fatah Palembang majoring in English Education who is full of enthusiasm and ready to bring positive energy to others. With a background in education, that's not make me only learn about education, I also learn about business, administration, etc. I have some job experience like administration, supervisor and person in charge of the education center. I am also great at learning something new, I want to know everything about something new and I will do my best.

Education

High School

SMA Bina Cipta Palembang, 2019 - 2021

University

Universitas Islam Negeri Raden Fatah Palembang, 2021 – present

Experience

Administration - PT Sriwijaya Muda Indonesia - July 2024 - present

Developent Supervisor - PT Sriwijaya Muda Indonesia - August 2024 - September 2024

Person in Charge - PT Sriwijaya Muda Indonesia - September 2024 - present

Leader of ROHIS SMA Bina Cipta Palembang - 2020 - 2021

Technical Proficiencies

Ability to Work in a Team

Can communicate well with others

Adaptability

Get to know new people quickly

Leadership

Good at making decision

Effective Time Management

Knowing about time schedule

Microsoft PowerPoint

Mastering of PPT

Miscrosoft Office

Mastering of Word

Communication Skills

Spirit person who can communicate well

KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
REPUBLIK INDONESIA

I J A Z A H

SEKOLAH MENENGAH ATAS
PEMINATAN MATEMATIKA DAN ILMU PENGETAHUAN ALAM
TAHUN PELAJARAN 2020/2021

Yang bertanda tangan di bawah ini, Kepala Sekolah Menengah Atas
Bina Cipta Palembang

Nomor Pokok Sekolah Nasional : 10609628

Kabupaten/Kota Palembang

Provinsi Sumatera Selatan menerangkan bahwa:

nama : PUTRA SULAIMAN

tempat dan tanggal lahir : Palembang, 13 April 2004

nama orang tua/wali : Agussalim Husin

Nomor Induk Siswa : 5454

Nomor Induk Siswa Nasional : 0046038273

LULUS

dari sekolah menengah atas setelah memenuhi seluruh kriteria sesuai dengan
peraturan perundang-undangan yang diumumkan pada tanggal 3 Mei 2021.



Palembang, 4 Mei 2021

Kepala Sekolah,

[Signature]

Ari Susilo, SE

NIP.



DN-11/M-SMA/K13/ 0031647

TRANSKRIP NILAI SEMENTARA

NAMA : Putra Sulaiman
TEMPAT, TANGGAL LAHIR : Palembang, 13 April 2004
NIM : 2130205104
PROGRAM STUDI : S1 Pendidikan Bahasa Inggris

| No. | Kode MK | Nama Mata Kuliah | SKS | Nilai | Bobot | Mutu |
|-----|---------|---|-----|-------|-------|------|
| 1 | PBI1043 | BASIC ENGLISH GRAMMAR | 3 | A | 4.00 | 12 |
| 2 | PBI1433 | VOCABULARY | 3 | C | 2.00 | 6 |
| 3 | PBI1442 | PRONUNCIATION PRACTICE | 2 | A | 4.00 | 8 |
| 4 | PBI1452 | KEWIRAUSAHAAN | 2 | A | 4.00 | 8 |
| 5 | PBI2023 | INTERMEDIATE ENGLISH GRAMMAR | 3 | B | 3.00 | 9 |
| 6 | PBI2043 | LITERAL LISTENING | 3 | A | 4.00 | 12 |
| 7 | PBI2073 | INFORMAL SPEAKING | 3 | A | 4.00 | 12 |
| 8 | PBI2103 | LITERAL READING | 3 | C | 2.00 | 6 |
| 9 | PBI2133 | PARAGRAPH WRITING | 3 | A | 4.00 | 12 |
| 10 | PBI2213 | ADMINISTRATION AND SUPERVISION OF EDUCATION | 3 | A | 4.00 | 12 |
| 11 | PBI2222 | FILSAFAT PENDIDIKAN ISLAM | 2 | A | 4.00 | 8 |
| 12 | PBI3033 | ADVANCED ENGLISH GRAMMAR | 3 | A | 4.00 | 12 |
| 13 | PBI3053 | INTERPRETIVE LISTENING | 3 | A | 4.00 | 12 |
| 14 | PBI3083 | FORMAL SPEAKING | 3 | A | 4.00 | 12 |
| 15 | PBI3113 | INTERPRETIVE READING | 3 | A | 4.00 | 12 |
| 16 | PBI3143 | ESSAY WRITING | 3 | A | 4.00 | 12 |
| 17 | PBI3161 | PRAKTIK OBSERVASI KEPENDIDIKAN | 1 | A | 4.00 | 4 |
| 18 | PBI3252 | INTRODUCTION TO LINGUISTICS | 2 | A | 4.00 | 8 |
| 19 | PBI3372 | CURRICULUM | 2 | B | 3.00 | 6 |
| 20 | PBI3463 | ENGLISH FOR OFFICE | 3 | A | 4.00 | 12 |
| 21 | PBI4063 | CRITICAL LISTENING | 3 | A | 4.00 | 12 |
| 22 | PBI4072 | MORPHOLOGY | 2 | B | 3.00 | 6 |
| 23 | PBI4082 | PHONOLOGY | 2 | A | 4.00 | 8 |
| 24 | PBI4093 | ACADEMIC SPEAKING | 3 | A | 4.00 | 12 |
| 25 | PBI4123 | CRITICAL READING | 3 | A | 4.00 | 12 |
| 26 | PBI4153 | ARTICLE WRITING | 3 | B | 3.00 | 9 |
| 27 | PBI4362 | ENGLISH LITERATURE | 2 | A | 4.00 | 8 |
| 28 | PBI4422 | ELT MANAGEMENT | 2 | B | 3.00 | 6 |
| 29 | PBI4483 | ENGLISH FOR BUSINESS | 3 | A | 4.00 | 12 |
| 30 | PBI5112 | ISLAM DAN PERADAPAN MELAYU | 2 | A | 4.00 | 8 |
| 31 | PBI5172 | PRAKTIK PENGALAMAN LAPANGAN DASAR | 2 | A | 4.00 | 8 |
| 32 | PBI5282 | SEMANTICS | 2 | A | 4.00 | 8 |
| 33 | PBI5312 | SYNTAX | 2 | A | 4.00 | 8 |

Universitas Islam Negeri Raden Fatah Palembang
Fakultas Ilmu Tarbiyah dan Keguruan

Jln Prof. KH Zainal Abidin Fikri KM 3,5 Telp. (0711) 353347, Fax. (0711) 354668, Website: <http://radenfatah.ac.id>, Email: ftarbiyahdankeguruan_uin@radenfatah.ac.id

| | | | | | | |
|----|---------|-------------------------------------|----------------|------------|------|------------|
| 34 | PBI5352 | CROSS CULTURAL UNDERSTANDING | 2 | A | 4.00 | 8 |
| 35 | PBI5382 | MATERIAL DEVELOPMENT | 2 | B | 3.00 | 6 |
| 36 | PBI5402 | TEFL METHODOLOGY | 2 | A | 4.00 | 8 |
| 37 | PBI5413 | TEACHING AND LEARNING EVALUATION | 3 | A | 4.00 | 12 |
| 38 | PBI5513 | EYL | 3 | A | 4.00 | 12 |
| 39 | PBI6192 | SEMINAR ON RESEARCH PROPOSAL | 2 | B | 3.00 | 6 |
| 40 | PBI6202 | EDUCATIONAL RESEARCH | 3 | B | 3.00 | 9 |
| 41 | PBI6212 | EDUCATIONAL PSYCHOLOGY | 2 | A | 4.00 | 8 |
| 42 | PBI6233 | STATISTICS FOR EDUCATIONAL RESEARCH | 3 | A | 4.00 | 12 |
| 43 | PBI6292 | PRAGMATICS | 2 | A | 4.00 | 8 |
| 44 | PBI6302 | SOCIOLINGUISTICS | 2 | A | 4.00 | 8 |
| 45 | PBI6322 | PSYCHOLINGUISTICS | 2 | A | 4.00 | 8 |
| 46 | PBI6332 | TRANSLATION | 2 | B | 3.00 | 6 |
| 47 | PBI6342 | SECOND LANGUAGE ACQUISITION | 2 | A | 4.00 | 8 |
| 48 | PBI6392 | INSTRUCTIONAL DESIGN | 2 | A | 4.00 | 8 |
| 49 | UIN1013 | STUDI KEISLAMAN | 3 | A | 4.00 | 12 |
| 50 | UIN1022 | PANCASILA | 2 | A | 4.00 | 8 |
| 51 | UIN1042 | BAHASA INDONESIA | 2 | B | 3.00 | 6 |
| 52 | UIN1052 | BAHASA ARAB | 2 | A | 4.00 | 8 |
| 53 | UIN1062 | BAHASA INGGRIS | 2 | B | 3.00 | 6 |
| 54 | UIN2032 | KEWARGANEGARAAN | 2 | A | 4.00 | 8 |
| 55 | UIN2072 | ISLAM DAN ILMU PENGETAHUAN | 2 | A | 4.00 | 8 |
| | | | JUMLAH: | 133 | | 495 |

Indeks Prestasi Kumulatif (IPK)

: 3.72

Predikat Kelulusan

: Sangat Memuaskan

Palembang, 15 Oct 2024
Ka. Prodi S1 Pendidikan Bahasa Inggris

Amalia Hasanah, M.Pd. Ed. D
NIP. 197907312007012011

PROVINSI SUMATERA SELATAN
KOTA PALEMBANG

NIK : 1671081304040004

Nama : PUTRA SULAIMAN
Tempat/Tgl Lahir : PALEMBANG, 13-04-2004
Jenis kelamin : LAKI-LAKI Gol. Darah :-
Alamat : KOMP R S S B BLOK P6 NO 5206
5207
RT/RW : 090/033
Kel/Desa : SAKO
Kecamatan : SAKO
Agama : ISLAM
Status Perkawinan: BELUM KAWIN
Pekerjaan : PELAJAR/MAHASISWA
Kewarganegaraan: WNI
Berlaku Hingga : SEUMUR HIDUP



KOTA PALEMBANG
20-01-2022

Signature

SERTIFIKAT

No. 079/SEMINAR/PENGKADERAN HMPS PBI/II/2022

DIBERIKAN KEPADA

ATAS PARTISIPASINYA SEBAGAI

PANITIA

Dalam kegiatan Seminar Strategi Jitu Lulus CPNS dengan tema "PBI berbakti pada Negeri" yang diselenggarakan pada tanggal 24 Februari 2022 di gedung Auditorium UIN Raden Fatah Kampus B Palembang

KETUA UMUM



SITI LESTIANA

KETUA PELAKSANA



AHMAD THORIQ ARRILA

SEKRETARIS PELAKSANA



KHAIRIYATUN HUSNUL KHATIMA



HIMPUNAN MAHASISWA PROGRAM STUDI
PENDIDIKAN BAHASA INGGRIS
UIN RADEN FATAH PALEMBANG

SERTIFIKAT

No. 005/PH/PAN-PEL/HMPS-PBI/FITK/V/2023

Diberikan Kepada

PUTRA SULAIMAN

SEBAGAI
PANITIA

Dalam Acara "Workshop Penulisan dan Publikasi Artikel"
Program Studi Pendidikan Bahasa Inggris

Rabu, 31 Mei 2023

Kepala Program Studi
Pendidikan Bahasa Inggris

Amalia Hasanah, S.S., M.Pd., Ed.D



Ketua Umum HMPS PBI

Nabila Sri Agustina



Ketua Pelaksana

Febri Pratama Putra
NIM 2110205017