

Anisa Arditya



I am a disciplined person who loves challenges. Interested in learning and developing knowledge in the fields of administration, accounting, education, and collaborating with others.

SKILLS

Administration	<div><div></div></div>
Accounting	<div><div></div></div>
Google Workspace	<div><div></div></div>
Microsoft Office	<div><div></div></div>
Attention to Detail	<div><div></div></div>
Time Management	<div><div></div></div>
Communication	<div><div></div></div>
Teamwork	<div><div></div></div>

Amalia Ningrum

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📍 Sidoarjo, East Java, 61262

EDUCATIONAL BACKGROUND

ACCOUNTING AND FINANCE

SMK Yapalis Krian
July, 2016 – March, 2019

EXPERIENCES

ADMINISTRATIVE STAFF

PT. Perwita Nusaraya
August, 2017 – November, 2017

TEACHING ASSISTANT

SEAMEO QITEP in Language
July, 2022 – October, 2022

TEACHING ASSISTANT

MTs Negeri 2 Sidoarjo
September, 2022 – November, 2022

VOLUNTEER

PUBLIC RELATIONS

Karsa Cita
August, 2022 – November, 2022