

ALLYA DINIA HAKIKI

I N F O R M A T I O N S Y S T E M



PERSONAL SUMMARY

I am an bachelor of information system, Fresh Graduate, I am 23 years old. I graduate from STMIK Bani Saleh of Bekasi on December 2019 with GPA 3.00. I am having skill in English. both written and oral and also operating computer. I am hard worker, able to work in individual and in team.

PERSONAL SKILLS

- Able to communicate well , Both in Bahasa Indonesia and English.
- Could easily adapting with new environment and able to work in team
- Able to operate computer , especially Microsoft Office program such as Ms. Word, Ms. Powerpoint, Ms. Excel.
- Have a good behaviours.
- Time Management.
- Fast Learner.
- Creative Spirit

CONTACT DETAILS

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WORK SUMMARY

Mitra Health Service

ADMIN | 2014 - 2015

- Edit data patient of Medical Check Up

Notary Office

CERTIFICATE EDITOR | 2015 - 2016

- Edit data on Certificate of Sale and Purchase

EDUCATION BACKGROUND

SMA Negeri 12 Bekasi

Social Science | Graduated August 2014

STMIK Bani Saleh

Bachelor of Information System | Graduated December 2019

GPA 3.00