

CURRICULUM VITAE

Dear Sir,

I am currently looking for an opportunity to working at your company.

I do believe my abilities and experiences to join with your company and to try improve my self even more.

I Am a quick learner and ready to learn new things. Have an exellent personal, good communication, fun and outgoing person.

Please find my curriculum vitae that i hope would be in your best interest. I am looking forward to hearing from you at your earliest convenience.

Your faithfully,

Endrokles Y Monsow



P E R S O N A L D A T A

Name : Endrokles Y Monsow
Date Of Birth : 23 November 1994
Age : 26
Height : 174 cm
Weight : 70 kg
Address : Jln Tawakal VIII No.2C Grogol
Jakarta Barat
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E D U C A T I O N

2012 : SMK Negeri 1 Manado
Jurusan Administrasi Perkantoran
2018 : Sam Ratulangi University
Bachelor Degree Business
Administration

STRENGTHS

- I Am a quick learner and ready to learn new things and producing quality work in a team environment, good communication, discipline, respectfulness, hard worker, trustworthiness and ability to work in a team

WORKING EXPERIENCE

- 2015** : Internship at Bank Mandiri Area Manado (Credit Operation)
- : Performing credit administration tasks, archiving and scanning credit customer data at Bank Mandiri
- 2018 – 2020** : Teller Staf at Bank Mayapada Internasional Tbk, Manado.
- : Providing services to customers for cash and non-cash transactions according to service quality standards at Bank Mayapada Internasional
- : Ensure the smooth and safe flow of cash and non-cash transactions in accordance with applicable rules and procedures
- : Provide an explanation of Bank Mayapada (Funding / Deposit) products to customers

TRAININGS

- 2019 : Advance Training 4 Discipline Of Execution (4DX)
at Mayapada Tower II, Learning Centre
- 2019 : Training Of Trainer Sistem Pembayaran Tunai dan Non Tunai
Bank Indonesia at Kuta, Bali
- 2020 : Identifikasi Transaksi Keuangan Mencurigakan Melalui Parameter
dan Analisa Transaksi Pengguna Jasa Pada Perbankan at Infobank Institute

ORGANIZATION

- Ikatan Duta Batik Minahasa (Ambassador)
As a Batik Ambassador, the task and responsibility are entrusted with inviting the younger generation to promote batik cloth through exhibitions, fashion shows, and promotions through social media
- Ikatan Toar Lumimuut Minsel (Ambassador)
As regional tourism ambassadors, working with local governments is entrusted with promoting tourism in South Minahasa, North Sulawesi
- UKP Kristen Unsrat at Sam Ratulangi University
Spiritual Organization student.