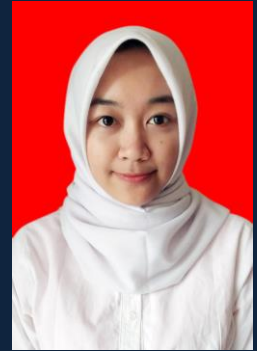


CURRICULUM VITAE

PERSONAL DETAILS

❖ **Name** : Syarifatus Sa'diah
❖ **Gender** : Female
❖ **Place, Date of Birth** : Depok, November 25 1994
❖ **Address** : Jln. Cagar Alam RT01/06 No. 25,
Depok
❖ **Nationality** : Indonesian
❖ **Religion** : Moslem
❖ **Marital Status** : Single
❖ **Mobile/ Home** : 081310388734
❖ **Email Address** : syarifatussadiyah25@gmail.com



FORMAL EDUCATION

Level of Education	Name of Institution	Period
College	Diploma 3 (D3), Majoring in Financial Management Universitas Gunadarma, Depok GPA: 3,25 of 4,00	2012 - 2016
Senior High School	SMA Yaspen Tugu Ibu 1, Depok	2009
Junior High School	MTSN Cimanggis, Depok	2006
Elementary School	SDN Kalimulya 1, Depok	2000

NON FORMAL EDUCATION

Name of Certification	Organizer	Period
Gunadarma Economic Days, Discussions Outsourcing Seminar	BEM FE Universitas Gunadarma	2012
Indonesian Music Industry Seminar	BEM FTI Universitas Gunadarma	2013
Independent Young Entrepreneurs Workshop	PT. Bank Mandiri	2013
Entrepreneur Courses	LEPMA Universitas Gunadarma	2013

TOEFL Intitution Test	Universitas Gunadarma	2014
Learning and Understanding of Big Data	HIMMI Universitas Gunadarma	2014
Activity of Fund Revolving, Practice Entrepreneurship Program of Bussiness and Entrepreneurship Diploma 3	Universitas Gunadarma	2014
Entrepreneur Student Practical Program of Diploma 3 Entrepreneurship and Bussiness	Universitas Gunadarma	2014
Seminar Competition and Bussiness Growth Prezy with Presentations Workshop	Universitas Gunadarma Universitas Gunadarma	2015 2015

CAPABILITIES

↳ General Skills

- Interpersonal and communication skills
- Analytical skill
- Leadership skill
- Management skill

↳ Computer Application Qualification

Specification	Description
1. Computer Literate	Windows Operation Microsoft Office Internet
2. Software	Dea4 MyoB Sap System

↳ Language

- Fluent in Bahasa
- English both Written and Oral

ORGANIZATIONAL & COMMITTEE EXPERIENCES

Organization & Committee	Position	Period
▪ SyiarIdulAdha	Event Coordination	2012
▪ Elkofair (Education Fair)	Sponsorship	2012
▪ Rohis SMA YaspentuguIbu Public Relations Department		2011 - 2012
▪ BadanEksekutifMahasiswa (bem)	Staff in Arts and Sports Department	2012 - 2014

▪ Dreamdelion Community Empowerment	Secretary	2012 - 2013
▪ AIESEC Community UI	Public Relations Department	2014
▪ Radar Remote Sensing	Event Coordination	2015
▪ NS2 & NS3 Training	Event Coordination	2015

INTERNSHIP

Institution	Position	Job Description	Period
❖ PT. Metroxgroup	Sales Promotion Girl	- Keep Booths - Selling Products Company - Input customer data - Update customer data	2012
❖ PT. Internux	Finance Admin	- Input customer data - Update Finance Report - Billing Invoice Sales - Bussiness Trip	2014
❖ Plan International Indonesia	Finance Admin	- Input Customer Data - Update Finance Report - Update Customer Data	2015
❖ PT. Internux	HR Admin	- Input Manpower Telesales - Update Form New Sales dan Form Ojt - Update Finance Report - Recrutment Candidat Telesales	2016 - 2017