

Kragilan, January 12, 2021

Head of HRD

PT. Amanah Aulia Mandiri

Banten

With respect,

Based on the information I received from social media (Instagram), PT Amanah Aulia Mandiri has a job opening as Finance Staff. In connection with that, I would like to apply for that position.

Here is my brief biography:

Name	: Distya Kirana Hafizha
Gender	: Female
Date of Birth	: Serang, 13 September 2002
Education	: SLTA
Phone number	: 08765667231
Email	: distyakirana3@gmail.com

I can speak English both oral and verbal. I also have the skill to operate software for the office that I believe would really help at work. For your consideration, I have also attached multiples such as:

- Latest photograph
- ID Government copy
- Curriculum vitae

I hope I can get to the next test so I can talk about my abilities and capabilities in person with you.

Thank you for the attention.

With Regard,

Distya Kirana Hafizha

CURRICULUM VITAE

Personal Details

- Name : Distya Kirana Hafizha
- Date of Birth : September, 13th, 2002
- Gender : Female
- Marital Status : Single
- Religion : Islam
- Address : Sentul-Pematang street
- Nationality : Indonesian
- Phone : (0091)1112223
- Cellphone : 0812-3456-7890
- Email : distyakirana3@gmail.com

Education Details

- 2009 - 2014 State Elemtari School Graha Cisait
- 2014 – 2018 State Junior High School 3, Kragilan
- 2018 - 2021 Public vocational secondary school 1, Kragilan

Skills

- Programming (Java, C++, Android, PHP)
- Database (SQL)
- Microsoft Office
- English (Active)

Personality

Good attitude, kind, communicative, diligent, tolerant, target oriented, discipline, honest, and responsible. This is to state that above information is true and provided here by me, all in good faith.

PROVINSI BANTEN
KABUPATEN SERANG

NIK : 3604115309020001

Nama : DISTYA KIRANA HAFIZHA
Tempat/Tgl Lahir : SERANG, 13-09-2002
Jenis kelamin : PEREMPUAN Gol. Darah :-
Alamat : PERUM GRAHA CISAIT BLOK A 17
NO 12
RT/RW : 003/006
Kel/Desa : CISAIT
Kecamatan : KRAGILAN
Agama : ISLAM
Status Perkawinan: BELUM KAWIN
Pekerjaan : PELAJAR/MAHASISWA
Kewarganegaraan: WNI
Berlaku Hingga : SEUMUR HIDUP



SERANG
17-09-2020