

Silviana Chandra

Beliti 851 • Palembang, Sumatera Selatan • 30124

CELL (+62) 82176072635 • **E-MAIL** mssilvianachandra@outlook.com

Linkedin <http://linkedin.com/in/mssilvianachandra>



PROFILE

Full Name : Silviana Chandra
Gender : Female
Nationality : Indonesian
Date of Birth : July 17, 1993
Marital Status : Single

Career

Objective Hard working and passionate fresh graduate with GPA 3.48 currently seeking to work in environment that will challenge me further, while allowing me to contribute to the continued growth and success of the organization. I'd like to obtain a position where I can utilize my administrative, marketing and interpersonal skills.

Education

Bachelor in Business Management
Sriwijaya University, South Sumatra, ID 30662
Graduated 2015

Summary of

Qualifications

Possess excellent written and verbal communication.
Responsible, dependable, and attentive.
Ability to work in a fast paced, intense environment smoothly.
Hard worker, quick learner, and self motivated.
Skilled in setting priorities and highly organized.
Equally effective working independently and in cooperation with others.

Other

Qualifications

Bahasa, speak and write : native
English, speak and write : fluent.
Chinese, speak and write : beginner.
Melayu, speak and write : beginner.
Proficient in Microsoft Office (Word, Power Point, Excel).
Intermediate in Adobe Photoshop and iMovie.

Seminar

Attended

Opportunity to work in International Organization
February 27, 2015
United Nations Development Program

Results of International Trade Agreement in Palembang
October 30, 2012
Ministry of Trade

Current Economics and Fiscal Policies
June 1, 2012
Ministry of Finance

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