



SHELLY NURHANIFAH

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CERTIFICATE

- SKKNI as Junior Office Operator (2019)
- Participant of Student Exchange for Internship (2019)
- Vocational Competency of Telecommunication (2015)

SKILLS

Management	<div><div></div></div> 90 %
Accounting	<div><div></div></div> 70 %
Microsoft Office	<div><div></div></div> 85 %
Correspondence	<div><div></div></div> 85 %
Document Filling	<div><div></div></div> 85 %

EDUCATION

Formal

- 2012 | SMK Telekomunikasi Telesandi Bekasi
- 2015 | Major : Telecommunication Switching Engineering
- 2017 | Bina Insani University
- Now | Administration Management

Non Formal

- 2011 | English Course at New Concept
- 2013 | Tambun Selatan

WORK EXPERIENCES

PT Kaya Turun Temurun (prestisa.com) (Bekasi)

As Admin Account Executive
1 March 2020 - 30 June 2020

PT Pelabuhan Indonesia II (Persero) / IPC (Tanjung Priok, Jakarta Utara)

As Internship Student at Human Resource Service Division
23 September 2019 - 28 February 2020

Iloilo Science and Technology University (Iloilo, Philippines)

As Internship Student at Registrar's Office
06 February 2019 - 03 March 2019

PT. Telkom Akses Indonesia (Cibitung, Bekasi)

As Administration Staff of Maintenance & Project Division
01 May 2016 - 25 January 2018

ORGANIZATION EXPERIENCES

- Himpunan Mahasiswa ASM Bina Insani
As Member of Event Department - Period of 2017 - 2018
- Himpunan Mahasiswa ASM Bina Insani
As Vice Chairman - Period of 2018 - 2019
- UKM Personal Development
As Secretary - Period of 2018 - 2019