

Herdi Alfiana

Fresh Graduate

Bogor 16720

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My name is Herdi Alfiana Fresh Graduate from SMAN 01 CIAWI . Skilled in Administrative,Editing Video and Photo,Public Speaking, MS. Word & Excel. Willingness to Learn & Enjoy New Things

Personal Details

Level Karir Tertinggi: Tidak Ada Pengalaman

Tanggal Lahir: 2004-02-05

Work Experience

Store Crew / waiters

Arte 53 resort & convension center - Bogor

May 2022 to October 2022

Waiter

Education

SMA/SMU/SMK in IPS

SMA Negeri 01 Ciawi - Bogor

April 2019 to April 2022

Skills

- videography
- video editing
- photoshop
- Ms office
- Photo editing
- Public speaking

Languages

- Indonesia - Fluent
- English - Native

Links

<https://heldalfino.github.io>

Certifications and Licenses

Excel Introduction

November 2022 to Present

Data Cleansing Sort And Filter

November 2022 to Present

Practice Aggregate Data

November 2022 to Present

Conditional If-Else

November 2022 to Present

Vlookup And Index Match

November 2022 to Present

Data Formating

December 2022 to Present

Data Formatting

December 2022 to Present

Data Visualization

December 2022 to Present

Chart with Microsoft Excel

December 2022 to Present

Pivot Table #1

January 2023 to Present

Pivot Table #2

January 2023 to Present

Pivot Table #3

January 2023 to Present

TOEFL ITP Introduction

January 2023 to Present

Listening: Short Conversation

February 2023 to Present