



# Indah Pramitasari

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## CONTACT

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## PERSONAL INFORMATION

Place and Date of Birth : Tangerang, 22nd April 1995  
Sex: Female  
Nationality: Indonesian  
Marital Status: Single

## EDUCATION

### French Literature

University of Indonesia  
Final GPA: 3,30/4,00

Sept 2012 - Feb 2016

### Senior High School

Al-Azhar BSD Senior High School

Jul 2009 - Jul 2012

## QUALIFICATIONS

- Posses excellent communication skills
- Able to communicate well, speaking and writing, in Bahasa, English and French
- Proficient in the use of computers (Microsoft Office, Prezi, Adobe Photoshop Premiere 7.0, Adobe Premiere Elements 7.0)
- Experienced in customer relations
- Proven ability to identify, analyze, and solve problems
- Proven competence in working with others in a team or independently
- Versatile and multi-skilled person
- Eager to learn new things and a quick learner

## WORK EXPERIENCE

PT Darjanto Sarwono Desain (COTTONINK)

Oct 2015 - Dec 2015

#### Part Time Shop Assistant

- Assisting customers to find the goods and products they are looking for
- Giving advice and guidance on product selection to customers
- Be involved in stock control and management
- Being responsible for processing cash and card payments

#### **FESTIFRANCE 2015 by Department of French, University of Indonesia**

**Oct 2015 - Oct 2015**

##### Event Manager

- Lead all of coordinators of each subprograms.
- Managed and ensured all of the subprograms was well organized.
- Making report to Project Officer about each subprogram.

#### **PT. Bank CIMB Niaga, Tbk**

**Jun 2015 - Aug 2015**

##### AML (Anti Money Laundering) Group Intern

- Assisted AML (Anti Money Laundering) Group Team, specifically in doing the administrative work.

#### **Francophonie week 2014 (Seminar “Festive Streets: Multicultural Perspective”)**

**Apr 2014 - Apr 2014**

##### Member of Committee

- Organized the seminar with the committee.
- Ensured the seminar went well.

## INTERESTS

Culture, Arts, Fashion, Event Management, Public Relations, Tourism.

## REFERENCES

References available upon request.