

APPLICATION LETTER

Karina Tridianti Azis

Kalibata, South Jakarta

082219145505

karinatridiantiazis@gmail.com

Jakarta, 3rd July, 2022

HRD Department

Dear Sir or Madam:

With this good opportunity, I would like to apply for a job in your reputable company. I would be very grateful if you considered me for that position.

I am looking for new challenges and would like to have a career to expand my experiences and knowledge. My name is Karina Tridianti Azis, 24th years old, female, single, energetic and healthy.

I have experience as a Jr. Supervisor at Erha Clinic Warung Buncit Branch. I'm ensure that the MPP is in accordance with the actual, recruiting new staff as needed, conducting tests and interviews for staff candidates, managing employee documents from ERF, FAK, FEKK, and PKWT, providing staff performance assessments, being a buddy trainer for new staff during the on-the-job training period, managing sales report and be responsible for the work of all staff at the Erha Clinic Warung Buncit Branch.

I am a person who can work individually or in a team, trustworthy, responsible, able to speak in public, a hard worker, a fast learner, likes challenges and can work under pressure. I believe that my educational background, skills, and experiences will bring benefits to your company.

To provide you with more detailed information, here I am attaching my **Curriculum Vitae** to help you build your judgment on my application. I would welcome the opportunity to further discuss my skills and position. I am looking forward to hearing the good news and my next interview schedule from you.

Best Regards,

Karina Tridianti Azis



KARINATRIDENTI AZIS

MANAGEMENT

EDUCATION

Bachelor of Management
2016 - 2020 | North Sumatera University
GPA 3.73

Senior High School
2013 - 2016 | SMA Negeri 1 Medan

WORK EXPERIENCE

ERHA CLINIC INDONESIA | Mei 2021 - Sept 2021
Leadership Development Program
Participate in a training program to become a Leader at Erha Clinic

ERHA CLINIC INDONESIA | Oct 2021 - Until Now
Jr. Supervisor
Ensuring operational activities starting from administration, MPP, people development, legal aspects, stock opname, financial reports, and ensuring achievement targets in ERHA Skin Warung Buncit Branch

ON JOB TRAINING EXPERIENCE

KOMISI PEMILIHAN UMUM | 2019
KPPS/Kelompok Penyelenggara Pemungutan Suara
Carried out the voting process in Presidential, House of Representatives, and Regional House of Representatives Election.

INDOPOL SURVEY AND CONSULTING | 2020
Surveyor
Collected data related to social and political dynamics of society during the pandemic before 2020 regional election in Medan.

KOMISI PEMILIHAN UMUM | 2020
KPPS/Kelompok Penyelenggara Pemungutan Suara
Carried out the voting process in Mayor Election.

COMMITTEE EXPERIENCE

SOLIDARITY UNTIL THE END 2.0 | 2018
Himpunan Mahasiswa Manajemen FEB USU
Consumption Committee

SEMINAR RESEARCH | 2019
Himpunan Mahasiswa Manajemen FEB USU
Event Committee

RAPAT KERJA | 2018
Himpunan Mahasiswa Manajemen FEB USU
Consumption Committee

LATIHAN DASAR KEPEMIMPINAN | 2019
Himpunan Mahasiswa Manajemen FEB USU
Treasurer Committee

OUTBOUND | 2018
Himpunan Mahasiswa Manajemen FEB USU
Secretary Committee

PENGABDIAN MASYARAKAT | 2019
Himpunan Mahasiswa Manajemen FEB USU
Event Committee

ORGANIZATIONAL EXPERIENCE

HIMPUNAN MAHASISWA MANAJEMEN FEB USU
Research and Development Staff | 2018-2019

VOLUNTEERING EXPERIENCE

ECONOMIC AND BUSINESS INTERNATIONAL CONFERENCE 2.0
Student Team | 2019

ABOUT ME

Hello! I'm Karin. I graduated from North Sumatera University. I'm a hard working person, someone who never gave up easily, loves to socialize with people. I believe I have good communication skills and that make me confident in working with team and individually. I have interest in Operational Management, Marketing, Human Resources, Administration.

SKILLS

Microsoft Office (Excel, Powerpoint, Word)
Leadership
People Development
Communication
Operational
Time Management
Complain Handling Management
Customer Relation
Attention to Detail
English Language

CONTACT



082219145505



karinatridiantiazis@gmail.com



Jakarta, Indonesia



Nomor 14065/UN5.2.1.5/LLS/S1/2020

UNIVERSITAS SUMATERA UTARA

memberikan kepada

Karina Tridianti Azis

Lahir di Medan, tanggal 09 Mei 1998

ijazah

Sarjana Ekonomi (S.E.)

Program Studi Manajemen
Fakultas Ekonomi dan Bisnis

dengan segala hak dan kewajiban yang melekat pada gelar akademik tersebut.

Diberikan di Medan pada tanggal 29 Januari 2020



Prof. Dr. Ramli, S.E., MS
NIP. 195806021988031001



Prof. Dr. Runtung, S.H., M.Hum.
NIP. 195611101985031022

No. Seri: 116108

Identitas Tambahan Pemilik Ijazah :

Nama Mahasiswa : Karina Tridianti Azis
Terdaftar Sejak Tahun : 2016
Nomor Induk Mahasiswa (NIM) : 160502144

Peraturan Pemerintah Republik Indonesia Nomor 48 Tahun 1957 tanggal 1 September 1957 tentang Pendirian Universitas Sumatera Utara.
Surat Keputusan Ijin Penyelenggaraan Jenjang Sarjana (S-1) Fakultas Ekonomi dan Bisnis, Universitas Sumatera Utara.

Program Studi	Nomor Surat Keputusan	Tanggal Surat Keputusan
Manajemen	80/DIKTI/Kep/2007	02-04-2007

Tanda Tangan Pemilik Ijazah



Karina Tridianti Azis

NIM. 160502144



UNIVERSITAS SUMATERA UTARA
FAKULTAS EKONOMI DAN BISNIS
TRANSKRIP AKADEMIK
Academic Transcript
No. 14065/UN5.2.1.5/LLS/S1/2020

Nama Mahasiswa/Name of Student : KARINA TRIDIANTI AZIS
 Tempat/Tanggal Lahir/Place and Date of Birth : Medan, 9 Mei 1998
 Nomor Induk Mahasiswa/Registration Number : 160502144
 Departemen/Program Studi/Department/Study Program : Manajemen
 Strata/Strata : Sarjana
 Tanggal Terdaftar/Date of Entry : 9 Agustus 2016
 Tanggal Kelulusan/Date of Completion : 29 Januari 2020
 Prestasi Akademik/Academic Result



Jumlah SKS/Number of Credit : 146
 Indeks Prestasi/Grade Point Average : 3.73
 Predikat/Predicate : Dengan Pujian/Cum Laude

Tugas Akhir/Final Paper :

PENGARUH WORK ENGAGEMENT DAN ORGANIZATIONAL COMMITMENT TERHADAP ORGANIZATIONAL CITIZENSHIP BEHAVIOR (OCB) KARYAWAN PADA PT. PLN (PERSERO) UNIT INDUK PEMBANGUNAN SUMATERA BAGIAN UTARA DI MEDAN.

No.	Kode/Code	Nama Matakuliah/ Subjects	SKS/ Credit	Nilai/ Grade
1	FEB1201	MATEMATIKA EKONOMI DAN BISNIS / MATHEMATICAL ECONOMICS AND BUSINESS	3	A
2	FEB1202	PENGANTAR AKUNTANSI I / INTRODUCTION TO ACCOUNTING I	3	A
3	FEB1203	PENGANTAR BISNIS / INTRODUCTION TO BUSINESS	3	B+
4	FEB1204	PENGANTAR EKONOMI MIKRO / INTRODUCTION TO MICROECONOMICS	3	A
5	UNI1201	PENDIDIKAN AGAMA ISLAM / RELIGION EDUCATION	2	A
6	UNI1208	BAHASA INGGRIS / ENGLISH	3	A
7	UNI1211	PENDIDIKAN PANCASILA DAN KEWARGANEGARAAN / PANCASILA AND CIVICS	3	B+
8	FEB1205	PENGANTAR EKONOMI MAKRO / INTRODUCTION TO MACROECONOMICS	3	B+
9	FEB1206	SOSIOLOGI EKONOMI / SOCIOLOGY OF ECONOMICS	2	A
10	FEB1207	HUKUM BISNIS / BUSINESS LAW	2	B+
11	FEB1208	MANAJEMEN / MANAGEMENT	3	B+
12	FEB1209	PENGANTAR AKUNTANSI II / INTRODUCTION TO ACCOUNTING II	3	A
13	FEB1210	STATISTIK EKONOMI DAN BISNIS / STATISTICAL ECONOMICS AND BUSINESS	3	C+
14	FEB1211	KOMPUTERISASI EKONOMI DAN BISNIS / COMPUTERIZED ECONOMICS AND BUSINESS	2	B+
15	UNI1207	BAHASA INDONESIA / INDONESIAN LANGUAGE	2	A
16	MNJ2201	MANAJEMEN SUMBER DAYA MANUSIA / HUMAN RESOURCES MANAGEMENT	3	A
17	MNJ2202	MANAJEMEN KEUANGAN / FINANCIAL MANAGEMENT	3	A
18	MNJ2203	MANAJEMEN PEMASARAN / MARKETING MANAGEMENT	3	B+
19	MNJ2204	MANAJEMEN AGRIBISNIS / AGRIBUSINESS MANAGEMENT	3	A
20	MNJ2205	MANAJEMEN PERUBAHAN / CHANGE MANAGEMENT	2	A
21	MNJ2206	RISET OPERASI / OPERATIONAL RESEARCH	3	A
22	MNJ2207	DIGITAL BISNIS / DIGITAL BUSINESS	2	B
23	MNJ2208	MANAJEMEN OPERASIONAL / OPERATIONAL MANAGEMENT	3	A
24	FEB2212	PENGANTAR EKONOMI PEMBANGUNAN / INTRODUCTION TO DEVELOPMENT ECONOMICS	3	A
25	MNJ2209	PENGANGGARAN PERUSAHAAN / CORPORATE BUDGETING	3	A
26	MNJ2210	KEWIRAUSAHAAN / ENTREPRENEURSHIP	3	B+
27	MNJ2211	PERILAKU ORGANISASI / ORGANIZATIONAL BEHAVIOUR	3	B+
28	MNJ2212	STATISTIKA PENELITIAN / STATISTICAL RESEARCH	3	A
29	MNJ2213	ANALISIS INFORMASI KEUANGAN / FINANCIAL INFORMATION ANALYSIS	3	A
30	MNJ2214	MANAJEMEN BIAYA / COST MANAGEMENT	3	A
31	MNJ2215	PASAR KEUANGAN / FINANCIAL MARKET	2	A

Nama Mahasiswa/Name of Student : KARINA TRIDIANTI AZIS
 Nomor Induk Mahasiswa/Registration Number : 160502144
 Fakultas/Program Studi/Faculty/Study Program : FAKULTAS EKONOMI DAN BISNIS/Manajemen

No.	Kode/ Code	Nama Matakuliah/ Subjects	SKS/ Credit	Nilai/ Grade
32	FEB3214	METODOLOGI PENELITIAN / RESEARCH METHODOLOGY	3	B
33	MNJ3216	STUDI KELAYAKAN BISNIS / BUSINESS FEASIBILITY STUDY	3	B+
34	MNJ3217	BISNIS INTERNASIONAL / INTERNATIONAL BUSINESS	3	B+
35	MNJ3218	EKONOMI MANAJERIAL / MANAGERIAL ECONOMICS	3	B+
36	MNJ3219	PERPAJAKAN / TAXATION	2	A
37	MNJ3220	MANAJEMEN PERBANKAN / BANKING MANAGEMENT	3	A
38	MNJ3221	AKUNTANSI MANAJEMEN / MANAGEMENT ACCOUNTING	3	A
39	MNJ3225	KOMUNIKASI BISNIS / BUSINESS COMMUNICATION	2	B
40	MNJ3222	SISTEM INFORMASI MANAJEMEN / MANAGEMENT INFORMATION SYSTEMS	2	A
41	MNJ3223	MANAJEMEN STRATEGI / STRATEGIC MANAGEMENT	3	A
42	MNJ3224	MANAJEMEN RESIKO / RISK MANAGEMENT	3	B
43	MNJ3226	ETIKA BISNIS / BUSINESS ETHICS	2	A
44	MNJ3227	PRAKTEK KEWIRAUSAHAAN / ENTREPRENEURSHIP PRACTICE	2	B+
45	FEB4214	PEREKONOMIAN INDONESIA / INDONESIA ECONOMY	3	B+
46	MNJ3230	SEMINAR MANAJEMEN SUMBER DAYA MANUSIA / HUMAN RESOURCES MANAGEMENT SEMINAR	3	B+
47	MNJ3234	BUDAYA PERUSAHAAN / CORPORATE CULTURE	3	B+
48	MNJ4238	MANAJEMEN PELATIHAN DAN PENGEMBANGAN SDM / HUMAN RESOURCES DEVELOPMENT AND TRAINING MANAGEMENT	3	A
49	MNJ4242	MANAJEMEN KOMPENSASI / COMPENSATION MANAGEMENT	3	A
50	MNJ4246	MANAJEMEN KARIR / CAREER MANAGEMENT	3	A
51	MNJ4250	MANAJEMEN KINERJA SDM / HUMAN RESOURCES MANAGEMENT PERFORMANCE	3	A
52	FEB4215	SKRIPSI / UNDERGRADUATE THESIS	4	B+
53	FEB4216	UJIAN KOMPREHENSIF / COMPREHENSIVE EXAMINATION	2	A

Ketua Program Studi/Head of Study Program

Dr. Amlys Syahputra Silalahi, SE., MSI
 NIP 19660406 199303 1 013

Medan, 11 Maret 2020
 Dekan/Dean

Prof. Dr. Ramli, SE, MS
 NIP 19580602 198803 1 001

Nilai/ Grade	Makna/ Meaning	Nilai/ Grade	Makna/ Meaning	Nilai/ Grade	Makna/ Meaning
A	Sangat Baik/ Excellent	B	Baik/ Good	C	Cukup/ Average
B+	Baik/ Good	C+	Cukup/ Average	D	Kurang/ Poor