



## DERI FIRMA ANGGRAINI

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### ABOUT ME

I am Deri Firma Anggraini, 22 years old. Completed my Bachelor of Government Administration from Universitas Padjadjaran. I have interested in administration and a career as a administrator, data entry, financial administrator, and etc. Have ability to use Microsoft office word, excel, and power point. And also I have a good time management, multitasking abilities, good critical thinking, and detail oriented as well.

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### SKILL

- Microsoft
  - Office Word
  - Microsoft Office Excel
  - Microsoft Office Power Point
  - Abilities
  - Managemet Data
  - Data Entry
  - Muktitasking
  - Detail Oriented
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### EXPERIENCE

#### UPTD BLK Padang Panjang (freelance)

*Staff Finance and Administrator* (March 2021 - now)

- Create financial transaction documents
- Do recapitulation of monthly expenses
- Make an activity reports

#### Sekretariat DPRD Kota Padang Panjang (intership)

*Staff Finance and Administrator*

- Create financial transaction documents
  - Make an accountability report
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### EDUCATION

#### Universitas Padjadjaran (2017-2021)

*D4 Government Administration – GPA 3,77*

- Thesis title : Government Function Implementations In Handling Disabilities Issues In Padang Panjang 2020.
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### ORGANIZATIONS

- Deputy Chairman Of The Commission at BPM Kema Unpad (Jan2020 - dec 2020)
  - Deputy Head Of Public Relations Department at DKM Fisip Unpad (Dec 2018 – dec 2019)
  - Treasurer of the supervisory at Prama Kema Unpad (march 2018- dec 2018)
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### COMMITTEES

- Coordinator of the public relations division of ORASI 2019
- Project leader for amendment to student activity unit regulation at Kema Unpad 2020
- Commissioner at Prama Unpad 2019

- Coordinator for medical division at Universe Cup 2019
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#### **CERTIFICATES**

- Certificate Of Competence in area of Practical Office Advance On Behalf Indonesian Professional Certification Authority
  - R Fundamental for Data Science at 18 June 2021 by DQLab
  - Data Preparation in Data Science using R at 24 June 2021 by DQLab
  - Statistics using R for Data Science at 15 June by DQLab
  - Introduction to Data Science with R at 15 July 2021 by DQLab
  - Introduction to Data Science with Python at 16 Augustus 2021 by DQLab
  - Fundamental Data Visualization using R at 16 July 2021 by DQLab
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#### **ADDITIONAL**

- Student exchange participants of program permata sakti (Kampus Merdeka) to Airlangga University at course system information Introduction and epidemiologi infection disease (Augustus 2020-december 2020)