



YOLA ANGGITA PUTRI

PERSONAL PROFILE

I'm an experienced administrator with effective communication and organisational skills and am competent with all administrative and practical tasks. I can plan my time effectively and like to manage my list of tasks ensuring that each job gets completed on time.

HIGHLIGHTED SKILLS

- Microsoft Office (Word, Excel, Powerpoint, Publisher, Frontpage)
- Coreldraw
- Dreamweaver
- MYOB
- Handling Telephone
- Correspondence
- Record Management
- Service and Support
- Strong Work Ethic
- Excellent Communication Skills
- Great Attention to Detail

LANGUAGES

- Indonesia
- English
- Japan

CONTACT INFORMATION

- Birthday : August, 16th 1997
- Address : Jl. Madyopuro III A Kav 11 RT 08
RW 01 Kedungkandang Malang
- Email : gitayolaanggi@gmail.com
- Phone : 085775791669 /
083848272027 (Whatsapp)

EDUCATION

STATE POLYTECHNIC OF MALANG

BUSINESS ADMINISTRATION, 2016

- Maintained a 3.52 GPA

WORK HISTORY

Project Manager Assistant (Administrator)

PT. DEBINDO MITRA TAMA SURABAYA

- Make a proposal for candidate exhibitors
- Make a meeting resume
- Input exhibitors data
- Make a technical instructions for exhibitors
- Contact exhibitors for booth payment
- Archiving files
- Make a purchase request for exhibition
- Input exhibition transactions
- Make a report about the exhibition activities
- Meeting with vendors who help the exhibition

Internship

KANTOR PELAYANAN PAJAK PRATAMA KEPANJEN

Internship & Research

PT. PINDAD (PERSERO) TUREN

SERTIFICATION AND TRAINING

- 2019 Management of Office Administration
BNSP State Polytechnic of Malang
- 2018 Table Manner Course
Purnama Hotel
- 2017 National Professional "Public Speaking for
Business"
Brawijaya University
- 2017 Microsoft Office Competency Test
State Polytechnic of Malang
- 2016 Dicipline Training
Pusdik Arhanud