



KOLIS DWIJAYANTI

PERSONAL PROFILE

My Name is Kolis Dwijayanti, I born in Ngawi, 04 May 1998, I am Indonesian female with height 159 cm and weight 50 kg. I am fast learner, hard-worker, communicative, discipline, honest and responsible. I like to learn a new thing.

SKILLS & ABILITIES

- Computer Literate, with excellent skill in Microsoft Office (BNSP Certified)
- Able to use software Accurate
- Able to use graphic design applications
- Familiar in handling and managing of data
- Achievement orientation and hard worker
- Able to work with a teams and individuals
- Able to work under pressure and good time management
- Having leadership, good communication and analytical skills

CONTACT INFORMATION

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Alamat : Perumahan Grand Argo Subur
Blok B18/13, Pesanggrahan,
Solear,

EMPLOYMENT HISTORY

Administration Assembly (Production)

PT Suma Artha Perkasa (Perkasa Group) (2022)

- Make productions report
- Manage production purchase orders (PO)
- Managing production operators

Administration Warehouse

PT Laksamana Karya Adiyasa (2021)

- Maintain the quality of service delivery of goods to consumers
- Accept requests and orders from the warehouse
- Take of sending data

Supervisor Scheduling Departement

Budi Luhur University ICT Lab.

- Make a schedule for all assistants
- Supervise the implementation of the use of the laboratory

EDUCATIONAL HISTORY

Formal (2016 - 2020)

Bachelor of Marketing Management

- University of Budi Luhur, South Jakarta
- GPA : 3.86 (Magna Cum Laude)
- Member of University ICT Laboratory Computer

Non - Formal

BPPTIK Kominfo

- Training : Junior Office Application
- Training : Junior Graphic Design

LPP Rahayu Madiun

- Computer Tutoring (Microsoft Offiec)

ACHIEVEMENTS

- Runner up of Student Business Team Competition at Economic Fair FEB Budi Luhur University (2016)
- Outstanding student candidates from the Management Studi program, Faculty of Economics and Business, Budi Luhur Uniersity (2018)
- Budi Luhur Universty best ICT Laboratory Assitant (2019)