



PORTOFOLIO

PUTRI

FITRIA



PROFIL

My name is Putri Fitria, I am a Graduated with a Bachelor's degree in Communication Management from STIAM I Institute, I have several experiences in various companies and have held positions as administrative staff and HRD staff. I possess strong administrative skills, am proficient in operating Microsoft Office, and excel in data input and compilation. I am a disciplined, responsible, and honest individual with excellent communication skills for product presentation and customer service. I enjoy learning new things, am detail-oriented.

Then, I have expertise in administrative and public speaking, and I am able to operate Microsoft Office, especially Microsoft Excel. I am a disciplined, responsive, good communication and personality. and provide good service for clients and companies.



CV

WORK EXPERIENCE

Internship Claim Data(2022 – 2024)

➤ PT Mitra Proteksi Madani

Administrative Staff (2020–2022)

➤ PT Wime Media Universal

Telerequirer Staff (2019– 2020)

➤ PT Home Credit Indonesia

Administrative Staff Internship (2018)

➤ PT Supraco Indonesia

EDUCATION BACKGROUND

Bachelor's Degree in Communication Management

➤ Institut Ilmu Sosial dan Manajemen STIAMI, 2019–2023

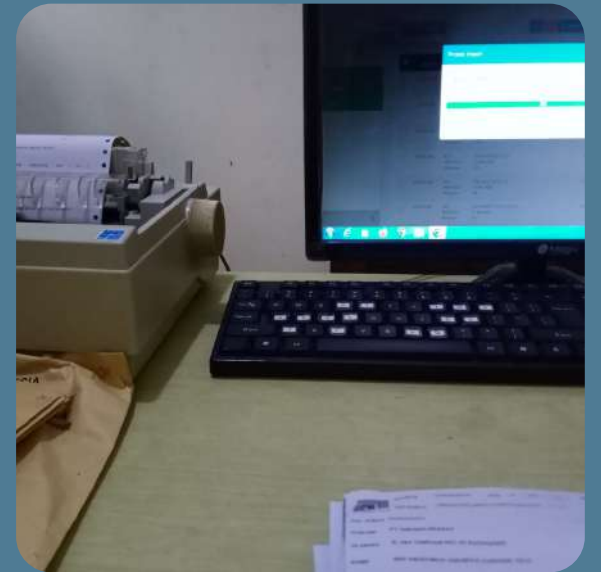
Senior High School in Office Administration

➤ SMK Negeri 8 Jakarta, 2016–2019

PROJECT PORTOFOLIO

- Project 2 - Create and record employee attendance and overtime data, Creating records of outgoing and incoming letters, Provide solutions to customer complaints or concerns, Create a company financing budget – **PT Wime Media Universal, 2020–2022**

- Project 1 - Inviting 150 candidates within 1 day to join the company as desk collection – **PT Home Credit Indonesia, 2019–2020**



SKILL

Soft Skills : Time Management, Public Speaking, Team work, Able to adapt.

Hard Skills : Microsoft Office (Word, Excel, Power Point), Administration, Correspondence, Editing, Marketing Skill, Computer Skill.

Language : Indonesian, English.

INFORMASI KONTAK

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