

# REKA ANGGRAENI

## CURRICULUM VITAE

I am currently 21 years old. I have a very good health condition. in addition to being able to communicate in polite and good bahasa, I also can speak english both oral and written. I am a kindly person, honest, discipline, punctual, have good a time management and i can work independently or in teams. I believe I can contribute to this work.

### PERSONAL INFORMATION

Name : Reka Anggraeni  
DoB : 9th April 1999  
Address : Jl. Cimuncang No.50 Rt. 06/06. 40125. Bandung. Jawa Barat  
Religion : Moslem/islam  
Status : Single

### EDUCATION

POLITEKNIK LP3I BANDUNG  
Business Administration | 2017- 2020 (in the process of waiting for a diploma/ljazah)

5 VOCATIONAL HIGH SCHOOL  
Computer Network Engineering | 2014 - 2017

### WORK EXPERIENCE

POLITEKNIK LP3I.  
Staff Admin PDPT/Kepegawaian (Pangkalan Data Perguruan Tinggi) |  
February - June 2020  
Jl. Pahlawan No. 59 Bandung.

BPJS KETENAGAKERJAAN Cabang Bandung Suci  
Student Internship | 9 September - 9 December 2019  
In charge of filing in the financial department.  
Jl. PH. Hasan Mustofa Bandung

### SEMINAR

21st December 2016 : Seminar Participant "Your Choice for Better Future"  
STIE Ekuitas, Bandung.  
10th December 2017 : Seminar Participant "How Work Ethic Creates Your  
Success" Harris Hotel Ciumculeuit, Bandung.  
10th April 2018 : Seminar Participant "Seminar Broadcasting"  
Politeknik LP3I Bandung.  
5th May 2018 : Seminar Participant "Membangun Generasi Muda  
Lebih Dari Normal" Politeknik LP3I Bandung.  
23rd February 2019 : Seminar Participant "Beauty And Handsome Class  
with Natasha Makeup Series" Politeknik LP3I  
Bandung.  
6th April 2019 : Seminar Participant "Chemurgy Innovation Summit  
2019" Insitut Teknologi Bandung.



### HARD SKILL

- Correspondence
- Administration staff:  
create documents,  
access data on the  
computer.(Certified of  
BNSP)
- Administration officer:  
Make an Agenda /  
Report, manage  
records/archives, make a  
business trip. (Certified  
of BNSP)
- Operating a computer:  
Ms. Word, Ms. Excel,  
Power Point,  
Browsing (Certified of  
BNSP)
- Presentation
- Fast Typing (105.8/200  
WPM)

### ORGANIZATIONAL EXPERIENCE

1. ABU SENO ENGLISH CLUB
2. STUDENT ENGLISH ASSOCIATION  
OF LP3I
3. COMMITTEE OF MOSMA PLB
4. COMMUNITY SERVICE PROGRAM  
IN CIAMIS (EDUCATIONAL ACTIVITIES)
5. CAMPUS AND COMPANY VISIT MALAYSIA  
AND SINGAPORE  
(EDUCATIONAL ACTIVITIES)
6. CAMPUS VISIT STIE AMIK JOGJA  
(EDUCATIONAL ACTIVITIES)

### CONTACT

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