

# NENENG REKA MEISA

I am a happy person and have a strong desire to learn and am open to opportunities. Have the ability to think critically, thoroughly and solutive. Able to communicate with customers in a professional and flexible manner at work.

## WORK EXPERIENCE

### Customer Service

PT. Garda Agata Nusantara | 2020 - 2022

- Help answer all the needs & questions given by customers both by telephone and social media
- Conduct product knowledge presentations to customers
- Building good communication relationships with customers in order to improve the quality of service & relationships with customers

### Admin Staff

PT. Garda Agata Nusantara | 2018 - 2019

- Responsible for billing or sending invoices and follow-up with customers
- Record data on incoming & outgoing money from the company every day
- Prepare bookkeeping reports to the leadership at the end of each period
- Perform multitasking and establish good communication with fellow employees and customers

## ORGANIZATION

### Events, Specialization & Talent Division Choir

BEM Faculty of Information Technology UNIBBA | 2020 - 2021

### Public Relation

UKM Baleb'art UNIBBA | 2020 - 2021

### Vice Chairman

UKM Baleb'art UNIBBA | 2019 - 2020

### Chairman Of The Student Council

Student Council of SMK Al-Jihad Pangalengan | 2016 - 2017

## EDUCATION

### Bale University, Bandung

Informatics Engineering | 2018 - 2022

- Average value index B



## SELF ABILITY

- Able to communicate well and have a good attitude
- Work in a team or individually
- Services to customers, record data & finances
- Negotiate to reach an agreement
- Able to operate Ms. Office (Word, Excel, PowerPoint, Access)
- Doing work in multitasking
- Able to do problem solving quickly
- Flexible at work
- Able to do time-management well
- Active in English

## CONTACT

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