

FAJARUDDIN MEI'LANA

Jl. Pesing Koneng
Kebon Jeruk, Kedoya Utara
Jakarta Barat
085894245276
fajaruddinmeilana57@gmail.com



I have a passion to work and be responsible for each job, very interested and always want to learn for a new things at work. I look forward to being of employees in your company

PERSONAL INFORMATION

Born May 10th, 1997 in Jakarta (Indonesia)
Citizenship: Indonesia
Religion: Islam
Gender: Male
Marital status: Single
Weight / height: 53kg / 163cm

WORK HISTORY

05. 2015 – 09. 2016

PT. ADCO CITRA ASRI
Administration Staff

- Data entry
- Make a list of monthly bills
- Make a monthly report
- Make SPT VAT tax
- Creating Receipt Consumer

09.2016 – NOW

PT. TIRTA TUNGGAL MAKMUR JAYA
Online Administrator

- Responsible for the appearance of the shop
- Maintaining the property that is used when promotion
- Help to sales increase of product
- Report the result of the work

EDUCATION

08.2012 – 08.2015

SMK YADIKA 2 JAKARTA
Office administration

09.2015 – NOW

STMIK JAKARTA
Information System (Bachelor Degree)

QUALIFICATIONS

Computer	Able to operate computer system, application (Microsoft Office, Drawing Editor, Code Editor, etc)
Programming	HTML, CSS, JQUERY, BOOTSTRAP , SQL, PHP, Junior SEO
Response	Easy and quick response for new work and new team work