

To:
Human Resources Department
Jakarta

From:
Novia Prastiwi
f.novia.p@gmail.com
0838 7390 7677
Jakarta



Jakarta, November 2018

Dear Hiring Manager,

I have come across some information from a colleague regarding that the team is now hiring.

I've just finished my study in Mercu Buana University majored in product design. As for experience in design, I've been working as freelancer illustrator. I've done some commissioned arts, designing name card, menu and logo. I also enjoy editing and creating video content.

In the past, I've worked as an assistant accounting for 5 years. As an assistant, my job desc required me to handle any administrative purposes, for instance, data entry, preparing reports and such. I also have experience as a document controller as required in ISO 9001:2008 in my last company where I worked. In this position, I managed the documents from every division related to ISO, identifying changes, ensuring that documents are available where they are needed, controlling documents of external origin, etc.

Additional files and my resume are attached. If I can provide you with any further information on my background and qualifications, please let me know.

I look forward to hearing from you. Thank you for your consideration.

Yours Sincerely,

Novia

NOVIA PRASTIWI



+62838 7390 7677
+621 532 8057

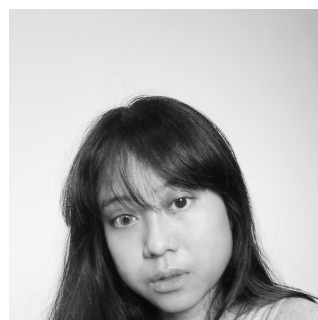


f.novia.p@gmail.com



Juraganan, no: 4
South Jakarta

My name is Nova, I am a dedicated and an outgoing person. I'm a fresh graduate student with a bachelor's degree in design and looking for a job as I am passionate to learn about new things. With a great willingness to learn, and eagerness to effectively contribute what is taught to me, I will give my best to fill the position available for me.



Jakarta, 16/11/1992

Female

Single

Indonesian

Catholic

EDUCATION

MERCU BUANA UNIVERSITY, Jkt
Majored in Product Design



2013 -
2018

BINA NUSANTARA UNIVERSITY, Jkt
Majored in Marketing Management



2011 -
2012

SMAN 6, Jkt
Graduated



2011

SMP TARAKANITA 3, Jkt
Graduated



2008

SKILLS



Adobe
Illustrator



Adobe
Photoshop



Adobe
After Effects



Ms. Office

WORK EXPERIENCES

2017



FINANCE AR STAFF (project based)

PT. Dyandra Promosindo

makes invoices, posts customer payments,
updates receivables etc

2011 -

2017



ACCOUNTING STAFF

PT. Universal Furintech Industri (CHAIRMAN)

makes tax invoice, makes reports,
data entry, etc

INTERESTS

movies

literature/books

fine arts

musics

pop culture

ATTACHMENT FILES



072 423 4.03 01

SURAT KETERANGAN LULUS

To Whom It May Concern

Nomor : 02-1/489/B-Sket/IX/2018
Number

Yang bertanda tangan di bawah ini, menerangkan bahwa :
The undersigned below, declares that

Nama	: NOVIA PRASTIWI
Student Name	
Tempat, Tanggal Lahir	: JAKARTA, 16 November 1992
Place, Date of Birth	: JAKARTA, November 16 th 1992
Nomor Induk Mahasiswa	: 41913120037
Student Identification Number	
Fakultas / Program Studi	: Desain dan Seni Kreatif / Desain Produk
Faculty / Department	: Design and Creative Art / Product Design
Program Pendidikan	: Sarjana
Educational Program	: Bachelor's Degree
Akreditasi Program Studi	: Terakreditasi A
Accreditation Status of Department	: Accredited A
Tanggal Yudisium	: 24 Agustus 2018
Date of Conferral	: August 24 th 2018

adalah benar yang bersangkutan telah menempuh dan menyelesaikan seluruh mata kuliah termasuk sidang skripsi
pada tahun akademik 2017/2018

had completed his/her study and finished his/her thesis in the academic year 2017/2018

Ijazah yang bersangkutan masih dalam proses.

His/her Certificate is being processed

Demikian Surat Keterangan ini dibuat untuk dapat dipergunakan sebagaimana mestinya.

This letter is issued to be used as appropriate

Dikeluarkan di : Jakarta

Issued in

Pada Tanggal : 13 September 2018

Date

September 13th 2018

Rektor
Kepala Biro Administrasi Pembelajaran
Head of Learning Administration Bureau

Sri Resti, S.I.Kom., M.I.Kom.





Cert. No. 493584 QM08

KAMPUS MENARA BHAKTI

Jl. Raya Meruya Selatan No. 01, Kembangan, Jakarta Barat 11650
Telp. 021-5840815 / 021-5840816 (Hunting), Fax. 021-584 0813
<http://www.mercubuana.ac.id>, e-mail: umb@mercubuana.ac.id



ATTACHMENT FILES

 MERCU BUANA		TRANSKRIP SEMENTARA					
NIM : 41913120037		FAKULTAS : Desain dan Seni Kreatif					
NAMA : NOVIA PRATIWI		JURUSAN : Desain Produk					
Tempat/Tgl Lahir : JAKARAT 16 November 1992							
NO	SMT	KODE	MATA KULIAH	SKS	NH	NB	(SKSxNB)
1	I	19004	KOMPUTER DESAIN 2 DIMENSI	3	B	3.00	9.00
2	I	19005	MENGGAHAM BENTUK	3	A	4.00	12.00
3	I	19043	DASAR-DASAR DESAIN I	3	C+	2.50	7.50
4	I	19045	KALDAH RANCANG BANGUN	3	B+	3.50	10.50
5	I	90001	APLIKASI KOMPUTER	3	A	4.00	12.00
6	I	90003	KEWARGANEGARAAN	2	B+	3.50	7.00
7	II	19009	KOMPUTER DESAIN 3 DIMENSI	3	B	3.00	9.00
8	II	19010	TEORI DASAR DAN PRAKTIK FOTOGRAFI	3	B	3.00	9.00
9	II	19046	DASAR-DASAR DESAIN 2	3	B	3.00	9.00
10	II	19047	TIPOGRAFI APLIKATIF	3	C	2.00	6.00
11	II	19048	MENGGAHAM TEKNIK	3	A	4.00	12.00
12	II	90037	PANCASILA	2	A	4.00	8.00
13	III	19011	STUDIO DESAIN I	6	C+	2.50	15.00
14	III	19013	METODE PRODUKSI GRAFIKA	3	A	4.00	12.00
15	III	19014	METODOLOGI DESAIN	3	A	4.00	12.00
16	III	90004	ETIK UMUM	2	C+	2.50	5.00
17	IV	19016	STUDIO DESAIN II	6	A	4.00	24.00
18	IV	19017	MANAJEMEN STUDIO DESAIN	3	A	4.00	12.00
19	IV	90006	BAHASA INGGRIS I	3	A	4.00	12.00
20	IV	90007	BAHASA INGGRIS II	3	A	4.00	12.00
21	IV	90042	KEWIRAUSAHAAN I	3	A	4.00	12.00
22	V	19020	STUDIO DESAIN III	6	C+	2.50	15.00
23	V	19051	BEJARAN DESAIN	3	B	3.00	9.00
24	V	19057	EKSPLORASI GRAFIKA	3	B+	3.50	10.50
25	V	19063	MARKETING	3	C+	2.50	7.50
26	V	90008	BAHASA INDONESIA	2	B	3.00	6.00
27	V	90020	BAHASA INGGRIS III (PILIHAN)	2	A	4.00	8.00
28	VI	19037	MOTION GRAPHIC (PILIHAN)	3	A	4.00	12.00
29	VI	19049	FOLKLORE	3	C+	2.50	7.50
30	VI	19052	AUDIO VISUAL	3	B+	3.50	10.50
31	VI	19053	TEKNOLOGI MULTIMEDIA	3	B+	3.50	10.50
32	VI	81003	TEKNIK PRESENTASI	3	B+	3.50	10.50
33	VI	90014	KERJA PRAKTEK	3	A	4.00	12.00
34	VII	19074	STUDIO DESAIN IV	6	B	3.00	18.00
35	VII	19033	DIGITAL IMAGING (PILIHAN)	3	A	4.00	12.00
36	VII	19060	TEKNIK SABILON (PILIHAN)	3	A	4.00	12.00
37	VII	90025	KEWIRAUSAHAAN III (PILIHAN)	2	B+	3.50	7.00
38	VII	90027	BAHASA INGGRIS IV	2	A	4.00	8.00
39	VII	90038	PENDIDIKAN AGAMA KHATOLIK	2	B	3.00	6.00
40	VII	19044	PERSEPSI BENTUK	3	B	3.00	9.00
41	VIII	19055	KOMIK (PILIHAN)	3	B+	3.50	10.50
42	VIII	19062	R/SET DESAIN	6	A	4.00	24.00
43	VIII	19068	FOTOGRAFI APLIKATIF	3	B+	3.50	10.50
44	IX	P191700002	DESAIN FASHION KULIT	3	C+	2.50	7.50
45	IX	F011700013	TUGAS AKHIR	8	B+	3.50	28.00
JUMLAH :				147			498.5
Indek Prestasi Kumulatif : 3.39							

Lembar ini harus disimpan. Penerbitan KHS Kumulatif/Transkrip Sementara hanya pada setiap akhir semester genap. Pencetakan diluar jadwal dikenakan biaya.

Ket :

SKS : Satuan Kredit Semester

NH : Nilai Huruf

NB : Nilai Bobot

13 September 2018
Kepala Biro Administrasi Pembelajaran
MERCU BUANA
Desain, M.Ikom, M.Ikom

ATTACHMENT FILES

CHAIRMAN®
Chair Specialist

Tel : 021 - 582 6090 (Hunting) Fax : 021 - 581 0055

SURAT KETERANGAN KERJA

Certificate of Employment

NO. 121/SKK/HRD&GA/UFI/IV/2017

Yang bertanda tangan dibawah ini, atas nama **Divisi Human Resources Development**, PT. Universal Furintech Industri menerangkan bahwa :

Nama : **NOVIA PRASTIWI**
NIK : 2019-087-021211
Dep. Bagian : **FINANCE & ACC (ST. ACCOUNTING)**
Alamat : Jurangan RT. 001 / 008
Kel. Grogol Utara Kec. Kebayoran Lama Jakarta Selatan

Adalah benar bekerja sebagai Karyawan pada perusahaan kami dari tanggal 02 Desember 2011 dan terhitung hari ini tanggal 07 April 2017 yang bersangkutan tidak lagi bekerja diperusahaan kami karena telah mengundurkan diri atas permintaanya sendiri.

Selama bekerja di perusahaan kami, yang bersangkutan telah menunjukkan kinerja kerja yang baik.

Demikian surat keterangan ini diberikan, untuk dipergunakan sebagaimana mestinya.

Jakarta, 07 April 2017

Hormat Kami,
PT. Universal Furintech Industri



CHAIRMAN
OFFICE CHAIR

Kumala Dewi, SE
SPV. HR & GA

ATTACHMENT FILES



ATTACHMENT FILES

