



KHULUQUL MAHMUDAH

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EDUCATION

2021 - 2024

VOCATIONAL HIGH SCHOOL 1 DEMAK

Office Management and Business Services

- Office Management and Business Services, this major prepares students to have the ability to manage various aspects of management and business, such as financial management, human resources, marketing, production, and business strategy.

SKILLS

- Project Management
- Microsoft Office
- Teamwork
- Dexterous
- Technology savvy
- Effective Communication
- Critical Thinking

LANGUAGES



INDONESIAN



ENGLISH

PROFILE

I am a person who likes work that has clear procedures, has good communication skills, can work quickly and efficiently, and is always committed to providing the best service, able to analyze and think critically before making decisions. Looking for opportunities to grow

WORK EXPERIENCE

Fieldwork Practices | Receptionist

NOV 23

- Receive and welcome guests in a friendly manner
- Provide necessary information
- Direct guests to the right place
- Recording guest names in the guest book
- Answer the phone

Fieldwork Practices | Hospital Library

DEC 23

- Cataloged book data efficiently
- Sorted books by genre/type
- Stamped books with library seal
- Optimized library space layout

Fieldwork Practices | Pharmacy

JAN 24 - FEB 24

- Cataloged book data efficiently
- Sorted books by genre/type
- Stamped books with library seal
- Optimized library space layout

Fieldwork Practices | Medical Records

MAR 24 - APR 24

- Managed patient data storage
- Documented medical staff assessments
- Ensured patient data accuracy in SIMRS
- Organized patient info by room

HOBBIES

- Cooking
- Writing