

Curriculum Vitae

📍 Sifa Fauziah | 📞 +6289669969233 | ✉️ sifafau01@gmail.com

Name : Sifa Fauziah
Place, and Date of Birth : Tangerang, December 23th 1998
Gender : Female
Status : Single
Address : Jl. Saguling 1 No. 1A RT/RW 004/014
Kel/Desa. Bencongan Kec. Curug,
Kab. Tangerang, Banten
Phone : 0896-6996-9233
E-mail : sifafau01@gmail.com



SUMMARY

Fresh graduate specializing in administrative support to office works. Committed to delivering high quality results.

EDUCATION BACKGROUND

Year	Degree	Institution
2013-2016	Senior High School	SMKN 1 Tangerang
2010-2013	Junior High School	SMPN 6 Tangerang
2004-2010	Elementary School	SDN Karawaci 7 Tangerang

ORGANIZATION EXPERIENCE

Year	Organization
2013-2016	Coordinator of Editor METIKASIS (Media Informatika Siswa)
2014-2016	Member of Wushu Salsabila Nesta

WORK EXPERIENCE

Year	Description
October – Now	Warehouse and Logistic Admin PANDANSARI / DISTRIBUTOR JUARA Legok, Tangerang Description of the experience and job description in Pandansari/ Distributor Juara : <ol style="list-style-type: none">1. Make a report on warehouse and logistics2. To ensuring stock of goods in the warehouse suitable with document3. Handle the warehouse documents as item ordering, inventory, expenditure, and the request goods.4. Handle payment of goods in and out.5. Make invoice and delivery order.6. Responding to the telephone order from customers.
June – July 2016 (1 Month)	Cashier MATAHARI DEPARTMENT STORE Karawaci, Tangerang
June – July 2015 (2 Months)	Office Staff (Finance) PT ARCHROMA INDONESIA Kalisabi, Tangerang Description of the experience and job description in the PT ARCHROMA INDONESIA : <ol style="list-style-type: none">1. Maintained the front desk and reception2. Handles incoming and outgoing letter3. Archiving documents4. Made copies and sent faxes5. Responding to the telephone and in-person requests for information

SKILLS

Level	Description
Advanced	Management Skills, correspondence, Archiving, Filling Document, petty cash, Secretarial Work, Management office, The duties of secretary, Public relations, Microsoft Office, Microsoft Excel, Microsoft PowerPoint, Typing Skills