

### PROFILE



Date of birth : 03<sup>th</sup> September 1994  
Nationality : Indonesia  
University : Indonesia  
Education of University  
Major : Office Management of Education  
Marital Status : Single  
Height : 160 cm  
Weight : 52 kg

### CONTACT

Perum Cempaka Indah Blok 1 Jl. Katamso No. 49 rt01/rw10 Kel. Lebakjaya Kec. Karangpawitan Garut 44182  
Jawa Barat  
Indonesia  
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### EXPERIENCES

**2015**  
**SMK NEGERI 3 BANDUNG**  
Teacher of Productive Employment Administration

**2016**  
**PON JAWA BARAT XIX**  
Archery Sports Liaison Officer

### EDUCATION

**July 2012 – January 2017**  
**BACHELOR OF EDUCATION**  
Indonesia Education of University  
GPA 3.32

### SEMINAR AND TRAINING

- Seminar Office Web Application
- National Seminar Islamic Economics
- Public Lecture Banking
- Seminar Write\_Graphy of HIMAPENA
- Soft Skills Sport Liaison Officer Training

### ORGANIZATION

**2012 - 2013**  
**HIMAPENA (Himpunan Mahasiswa Manajemen Perkantoran)**  
Member of Administrative Commission

**2013 - 2014**  
**HIMAPENA (Himpunan Mahasiswa Manajemen Perkantoran)**  
Head of Administrative Commission

### KEY COMPETENCE

- Having the capability in processing data, presents a presentation, the financial report, and other things that are needed in office.
- Well communicate for sharing or discussion in team also client.
- Logically problem solving by taking the scale of priorities.
- Work properly at field and office.

### SKILLS

#### PERSONAL

Presentation and reporting  
Communicating  
Negotiating

#### SOFTWARE

Microsoft Office  
Internet