

# CURRICULUM VITAE

## PERSONAL DATA

Name :Dewi Maya

Palce,date of birth :Cimahi,31 agustus 1987

Religion :Moslem

Marital Status :Married

Address :Jl.bonsai no 32 rt/rw 07/15 komp.tanimulya kec.ngamprah kab.bandung barat

Proficiency in language :Indonesia

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Profile :Work hard,disipline,think smart and out of the box,aggresive,confidence,target oriented,and familiar with working under pressure

Abillity : Ability Administration (Administrasion Skills) Journal of printing & Calculation, Ledger, Project Data Updating, Teller, Salary Calculation, Petty Cash Payroll & Calculation, Inventory Controls.  
Ability Computer (MS Word, MS Excel, MS Power Point and Internet)  
Ability reseptionist (Providing the best waiter in handling customer complaints)



## FORMAL EDUCATION

- Bachelor degree majoring management,graduated 2012 in University of Nurtanio Bandung,Indonesia
- Senior high school,graduated 2006 in SMAN 1 Malingping Banten,Indonesia
- Junior high school,graduated 2003 in SLTPN 1 Wanasalam Banten,Indonesia
- Elemenatry school,graduated 2000 in SDN Cimanuk Sumedang,Indonesia

## WORK EXPERIENCED

Cashier Coordination in PT.Rimo Lestari,2007-2009

- > Managing petty cash
- > Schedule a cashier
- > Contributed to the training of new employees
- > Controlling the supply of office equipment
- > Prepare letters of complaint to the EDC Bank Staff
- > Setting up the credit card billing statement

Promotion Team in PT.Sanjayatama Lestari,2009-2013

- > Manage promotions, Selling & Coordination with agents
- > Updating the system development and implementation of promotional programs
- > Increase sales with media consultancy

Cost Control in Hotel Mitra,2013-present

- > Creating inventory report all department
- > Create reports revenue FB & reconsil
- > Create reports Cost Banquet
- > Create reports standardization room cost updates
- > Process every purchase (Purchasing) all department
- > Analyzing the use of goods to warehouse stock

Your sincerely,

Dewi Maya