

CURICULUM VITAE

PERSONAL DATA

Name : Sukwati Handayani

Place and Date of Birth : Bandung, September 9th 1994

Religion : Moslem

Marital Status : Single

Gender : Female

Height : 161 Cm

Weight : 49 Kg

Address : Cibeunying Kolot RT 001 RW 011 Kelurahan Cigadung Kecamatan Cibeunying Kaler, Bandung 40191

Nomor Hp : **08112322681**

Email : handayanisusuk@gmail.com



EDUCATIONAL BACKGROUND

Primary School	SD Negeri Neglasari 5 Bandung	2000-2006
Junior High School	SMP Negeri 27 Bandung	2006-2009
Vocational High School	SMK Negeri 1 Bandung (Majoring in marketing)	2009-2012
University	Bachelor degree (S1) Management di STIE EKUITAS Bandung, concentration of financial management. (GPA 3.84)	2012-2016

INFORMAL EDUCATION

Oct 2015-Dec 2015 : English Course at International Education Centre (IEDUC)

COMPUTER SKILL

1. Microsoft Office

Ms Word 

Ms Excel 

Ms Power Point 

2. Operation System

Ms Windows XP 

Internet 

WORKING EXPERIENCE

- Field Work Practices at PT Akur Pratama (Yogya Riau Junction) as Salesperson at GMS (General Merchandising Service) (July 2011-October 2011)
- Field Work Practices at BJB Bank Tamansari Branch in Microfinance Division and Customer Service Unpas Cash Unit (August 2015-September 2015)
- Working at Bank MNC Internasional as Customer Service (December 2016-present).

Main task:

- ✓ Providing excellent service to customers in accordance with company SOPs.
- ✓ Cross selling for both customers and prospective customers.
- ✓ Do administration correctly and correctly.
- ✓ Handle customers appropriately.
- ✓ Maintenance of customer data.
- ✓ Manage petty cash.
- ✓ Etc.

PERSONALITY

1. Hard worker and fast learner
2. Positive thinking person and open minded.
3. Have a passion to learn new things, able to work in team, or individual

Sukwati Handayani
Jl. Cibeunying Kolot No. 18 Rt 001 Rw 011 Bandung
08112322681

Similarly, My Curriculum Vitae is correct and accountable. for your attention Mr/ Mrs., I would like to thank you very much..

Sincerely yours,

Sukwati Handayani