

Bandung, November 2021

Dear,

Mr/Mrs. HR Development

Dear Mr/Mrs :

I am a graduate student in Business and Management at Widyatama University. I am currently looking for a job that similar with my background.

I have taken some courses in Conversation, TOEFL Preparation, Grooming School and Table Manner course. With this strong background, I certainly believe that i am competent to meet challenging tasks and can make a good contribution to your company.

Enclosed is my resume, which indicates in some detail my training and experience. I sincerely hope that my qualifications are of interest to you and that an interview might be arranged at your convenience.

Thank you for your consideration. I look forward to hearing from you soon.

Sincerely yours,

Rissa Nurfadhila



Rissa Nurfadhila

Jl. Cidurian Baru 19 – Soekarno Hatta

Bandung 40286

Mobile Phone +6281220460051

E-mail: rissa_nurfadhilla@yahoo.com

CURRICULUM VITAE

PERSONAL DETAILS

Full Name : Rissa Nurfadhila
Nick Name : Rissa
Place & Date of Birth : Bandung, 19th September 1990
Nationality : Indonesian
Religion : Islam
Marital Status : Married with 1 child
Height : 163 cm
Weight : 61 kg

EDUCATION

1996-2002 : SD. Rancabolang II Bandung
2002-2005 : SLTP PGII 1 Bandung
2005-2008 : SMA Darul Hikam Bandung
2008-2013 : Bachelor Degree (S1)
Faculty of Bussiness and Management
Consentration on Financial Management
Widyatama University Bandung

ADDITIONAL INFORMATION

Organizational Activities:

- 2002-2004 : Exchequer of SLTP PGII 1 Bandung Magazine Team
- 2003-2004 : Member of SLTP PGII 1 Bandung Cabaret Team
- 2002-2003 : Staff of OSIS SLTP PGII 1 Bandung
- 2005-2006 : Member of SMA Darul Hikam Independent Pers Team
- 2006-2007 : Member of SMA Darul Hikam Cabaret Team
- 2006-2007 : Member of SMA Darul Hikam Chorus Team
- 2006-2007 : Staff of OSIS SMA Darul Hikam Bandung
- 2009-2010 : Vice Coordination Division in Senate Faculty of Bussiness and Management Widyatama
- 2011 : Staff of Tata Tertib Division for PPK MABIM Widyatama University

Experiences:

- 2010 : SPG for BTN Bank
- 2011 : Training at McDonalds Gatot Subroto Bandung
- 2014 : PT. Jayamandiri Gemasejati as Finance Administration
- 2015 : PT. Jayamandiri Gemasejati as HRD Staff
- 2015 : PT. Jayamandiri Gemasejati as General Affair and Purchasing Staff

SKILL

Microsoft Word, Microsoft Excel, Microsoft Power Point, and Internet.

NONFORMAL

Conversation Course at The British Institue, Self Development Grooming Course at OQ Modelling, Table Manner Course at Marbella Suites Bandung, TOEFL Preparation at EF.



UNIVERSITAS WIDYATAMA

Bandung - Indonesia

Memberikan Ijazah Kepada : Rissa Nurfadila
 Tempat dan Tanggal Lahir : Bandung, 19 September 1990
 Tahun Masuk : 2008
 Nomor Pokok Mahasiswa : 0208250
 Strata Pendidikan : Sarjana
 Fakultas : Bisnis dan Manajemen
 Program Studi : Manajemen
 Tanggal Lulus : 1 Mei 2013
 Status : Terakreditasi berdasarkan Keputusan Badan Akreditasi Nasional Perguruan Tinggi Departemen Pendidikan Nasional Republik Indonesia Nomor : 091/SK/BAN-PT/Ak-XV/S/II/2013, Tanggal 21 Februari 2013.

Ijazah ini diserahkan setelah yang bersangkutan memenuhi semua persyaratan yang ditentukan, dan kepadanya dilimpahkan segala wewenang dan hak yang berhubungan dengan ijazah yang dimilikinya, serta berhak memakai gelar akademik Sarjana Ekonomi (S.E.).

Bandung, 1 Mei 2013
Dekan Fakultas Bisnis dan Manajemen,

Dr. Dyah Kusumastuti, Ir., M.Sc.
 NIP. : 112 0510 218



Rektor,

**UNIVERSITAS
 WIDYATAMA**

Dr. Mame S. Sutoko, Ir. D.E.A
 NIP. : 1948 0323 1977 02 1000



UNIVERSITAS WIDYATAMA

Bandung - Indonesia
FAKULTAS BISNIS DAN MANAJEMEN
TRANSKRIP AKADEMIK

Nama : RISSA NURFADHILA

No Transkrip : 9405/A.01.01e/FBMV/13

Tempat /Tgl. Lahir : BANDUNG/19 September 1990

Tahun Akademik : 2012/2013

Nomor Pokok : 0208250

Program Studi : Manajemen/S1

Jenis Kelamin : PEREMPUAN

Status : Terakreditasi No: 091/SK/BAN-PT/AK-XV/S/II/2013

Kode MK	Mata Kuliah	SKS	Nilai	Kode MK	Mata Kuliah	SKS	Nilai
Semester 1				Semester 2			
1	000001 Pendidikan Agama Islam	3	A	1	000010 Praktikum Komputer Aplikasi Bisnis	1	B
2	0011018 Pendidikan Pancasila & Kewarganegaraan	3	A	2	0211201 Pengantar Manajemen	3	C
3	0011021 Sosiologi dan Politik	3	A	3	0211205 Koperasi & Usaha Kecil Menengah (UKM)	2	B
4	513002 Prak. Matematika Bisnis & Manajemen	1	B	4	513009 Ekonomika Mikro	3	C
5	513004 Pengantar Bisnis	3	C	5	513201 Business English I	2	C
6	513006 Prak. Pengantar Akuntansi I	1	B	6	5132101 Prak. Statistika Bisnis I	1	C
7	5131201 Matematika Bisnis dan Manajemen	2	B	7	5132201 Statistika Bisnis I	2	A
8	5131202 Pengantar Akuntansi I	2	B	8	5132202 Pengantar Akuntansi II	2	B
				9	5132203 Hukum Bisnis	2	A
Semester 3				Semester 4			
1	0211301 Ekonomi Makro	3	B	1	0211401 Kewirausahaan I : Man. Inovasi dan Kreativitas	3	B
2	0211304 Manajemen Sumber Daya Manusia	3	B	2	0211402 Perilaku Keorganisasian	3	B
3	0212303 Manajemen Keuangan I (Praktikum)	1	C	3	0211403 Akuntansi Manajemen	2	C
4	513020 Prak. Manajemen Sumber Daya Manusia	1	B	4	0211405 Metode Riset untuk Bisnis & Manajemen	3	B
5	513021 Manajemen Operasi	3	C	5	0211406 Metode Kuantitatif	3	A
6	513022 Prak. Manajemen Operasi	1	C	6	0212404 Manajemen Keuangan II (Praktikum)	1	B
7	513023 Manajemen Pemasaran	3	B	7	0212405 Metode Riset untuk Bisnis & Manajemen (Pra	1	B
8	513024 Prak. Manajemen Pemasaran	1	B	8	5134201 Business English II	2	C
9	5133101 Prak. Statistika Bisnis II	1	B	9	5134204 SAP Fundamental	2	B
10	5133201 Statistika Bisnis II	2	B	10	5134301 Manajemen Keuangan II	3	B
11	5133301 Manajemen Keuangan I	3	C				
Semester 5				Semester 6			
1	0211501 Komunikasi Bisnis	2	A	1	0011020 Bahasa Indonesia : Teknik Penulisan Ilmiah	2	B
2	0211502 Penganggaran / Budgeting Perusahaan	3	B	2	0211601 Manajemen Keuangan Jasa	3	C
3	0211503 Manajemen Strategik	3	B	3	0211602 Riset Keuangan	3	A
4	0211504 Perpajakan	3	B	4	0211603 Pasar Uang dan Modal	3	B
5	0211505 Ekonomi Manajemen	2	A	5	0211604 Teori Keuangan	3	B
6	0211506 Teori Pengambilan Keputusan	2	B	6	0211605 Integrated Business	2	B
7	0211507 Bisnis Internasional	3	A	7	0221608 Ekonomi Syariah	3	B
8	0211508 Sistem Informasi Manajemen	3	B	8	0711003 English Proficiency Certification	2	C
9	0212501 Komunikasi Bisnis (Praktikum)	1	A				
Semester 7				Semester 8			
1	0211701 Manajemen Keuangan Internasional	3	B	1	0251801 Tugas Akhir	6	B
2	0211702 Analisis Investasi & Portofolio	2	B				
3	0211703 Seminar Manajemen Keuangan	3	A				
4	0211704 Kewirausahaan II : Business Planning	3	B				
5	0211705 Etika Bisnis	2	B				
6	0212702 Analisis Investasi & Portofolio (Praktikum)	1	B				
SKS Total : 144							
IPK : 3,01							
Tanggal Lulus : 1 Mei 2013							
Yudisium : Sangat Memuaskan							

Dekan Fakultas Bisnis dan
 Manajemen,

Dr. Dyah Kusumastuti, Ir., M.Sc.

Dr. Dyah Kusumastuti, Ir., M.Sc.
 NIP. : 112 0510 218



Bandung, 1 Mei 2013
 Rektor,

**UNIVERSITAS
 WIDYATAMA**

Dr. Mame S. Sutoko, Ir. D.E.A.
 NIP. : 1948 0323 1977 02 1000

TBI

TRAINING
CERTIFICATE

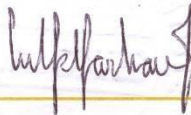
This is to certify that

Rissa Nurfadhilla

Completed a course of 60 hours entitled
Conversation Level 4
(Let's Talk 2)
achieving an overall score of 71 % in a practice
University of Cambridge ESOL
Preliminary English Test (PET)

on

21 Mar 2013



Tutor

UniSadhuGuna

Developing quality education in Indonesia

Note: PET is at Level B1 (Threshold Level) of the Council of Europe's Common European Framework



Grooming School

Certificate

Awards This Certificate To

Rissa Nurfaahila

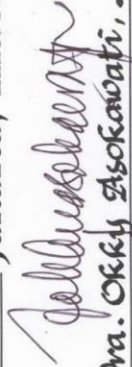
Having Successfully Completed

Self Development

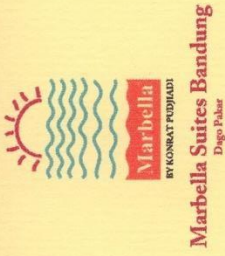
In GROOMING Prescribed By The School

Date, May 31, 2011 Jakarta, Indonesia




Dm. Okky Asokawati, M.Si.

DIRECTOR



Certificate of Achievement

Award To :

RISSA NURFADHILA


In recognition the successful completion of
Table Manner Course

Conducted on May 28, 2011 at Marbella Suites Bandung

Bandung, 28 May 2011




Agus Faisal
Instructor


Aan Saeful Anwar
Executive Assistant Manager