



## CURRICULUM VITAE


# NOVA ANDRIANA HERNAWAN

## EXPERIENCE

## CONTACTS

 087833403248

 novaandriana.hernawan.1888@gmail.com

 <https://drive.google.com/file/d/16GK0YxGZH8STJhkdh0K0z1YoqytL60Eq/view?usp=drivesdk>

 Jln. Mayjen D.I Panjaitan RT 44 RW 13



## PROFIL

I am 35 years old, i had a more than 11 year worked experience. With my experience i believed can dedicated to new company. I have an ability addaptation with a new condition, new job, new procedures, and familiar with loyalty, responsibility and honest.

## EXPERIENCE

• 2014 - 2016

R&D Admin Staff - PT. Shin Heung Electronics Indonesia

Control new project based drawing from costumer to the end part sample.

Monitoring all about a process make dies stamping and injector, request material to purchase division with the specifications requested by the customer include monitoring arrived. Coordination with engineering division about process until to make package simulation, make report to check quality based on standar tolerance drawing, if sampling approved, project finish and ready to mass pro. Job desk a administration is to make document project monitoring, make a BOM (Bill of Materials) list after the project, make a quotation price, make a contract agreements, control price, make a specifications part for report to the Exim division, make a submissions material for projects to the purchase division, make plan schedule, document archive soft copy and hard copy, prepare a data for meeting internal and externals (consumer and supplier).

Know the basic document flow of sample export, forecasts, facture and sampling quality standards based on required from consumer.

• 2017 - 2023

Sales - PT. Coca Cola Europacific Partners

Call visit outlet existing or new outlet by RSL, merchandise product, Negotiation until to deal, taking payment outlet kredit, share update program, report daily, and making a breakdown target by weeks.

## EDUCATION

2004 - SMAN 3 Jurusan  
2007 Subang IPS

2007 - Universitas Sarjana Ilmu  
2012 Subang Administrasi  
Negara

## SKILL

- English  70%
- Inovatif  90%
- Computer Software  90%
- Data, Archieve & Creative  90%
- Team Work  100%
- Responsibility  100%
- Communication  100%

## CERTIFICATE

Kewirausahaan Universitas Subang

Memahami Citra dan Brand masyarakat Subang gotong royong, Subang maju Universitas Subang

Reformasi Birokrasi Diruang Lingkup Pemerintahan Dalam Rangka Menciptakan GoodGovernance Universitas Subang

Edit design Canva

HoRenSo PT. Sharp Electronics Development.