|  |  |  |  |
| --- | --- | --- | --- |
| |  | | --- | |  | | **Sari Fitriana** **Senior High School, Office Administration (May 2014) SMK Negeri 19 Jak-pus** | |
|  |  |
| (+62) 083811369410 | saryfitri96@gmail.com | Jakarta Raya | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Experience** | | | | | |
| Jan 2016 – April 2016 (4 months ) | | **Freelancer** Dun and Bradstreet, PT | Jakarta Raya, Indonesia | | | |
|  | | Industry | Consulting (Business & Management) | | |
|  | | Specialization | Finance - Corporate Finance/Investment/Merchant Banking | | |
|  | | Role | Equity/Stock analysis | | |
|  | | Position Level | Fresh Grad / Less than 1 year experience | | |
|  | | | |
|  | | menganalisis laporan keuangan dan entry data | | | |
|  | |  |  | | |
| Jul 2015 - Aug 2015 (2 month ) | | **Magang** PT Bank DKI Cabang benhil | Jakarta Raya, Indonesia | | | |
|  | | Industry | Banking / Financial Services | | |
|  | | Specialization | Clerical/Administrative Support | | |
|  | | Role | Others | | |
|  | | Position Level | Fresh Grad / Less than 1 year experience | | |
|  | |
|  | | Kearsipan | | | |
|  | |  |  | | |
| Jun 2014 - Aug 2014 (3 months ) | | **Magang** PT Bank DKI Cabang benhil | Jakarta Raya, Indonesia | | | |
|  | | Industry | Banking / Financial Services | | |
|  | | Specialization | Clerical/Administrative Support | | |
|  | | Role | Data Entry Personnel | | |
|  | | Position Level | Fresh Grad / Less than 1 year experience | | |
|  | |
|  | | Entri data, dan kearsipan | | | |
|  | |  |  | | |
| Mar 2013 - May 2013 (3 months ) | | **Magang** PT Bank DKI cabang bendungan hilir | Jakarta Raya, Indonesia | | | |
|  | | Industry | Banking / Financial Services | | |
|  | | Specialization | Clerical/Administrative Support | | |
|  | | Role | Others | | |
|  | | Position Level | Fresh Grad / Less than 1 year experience | | |
|  | |
|  | | Mencatat dokumen/ jaminan kredit yang masuk, mengarsip dokumen/ jaminan kredit, menemukan jaminan kredit | | | |
|  | |  |  | | |
| **Education** | | | | | |
|  |  | | | |
| May 2014 | | **SMK Negeri 19 jakarta** SMU in Business Studies/Administration/Management | Indonesia | | | |
|  | | Major | Administrasi perkantoran | | |
|  | | Average Value  Of the Final | 8.43 | | |
| **Skills** | | | | | |
| Advanced | | Administrasi | | | |
| Intermediary | | Komputer | | | |
| Basic | | Akuntansi, Perpajakan | | | |
|  | |  |  | | |
| **Languages** | | | | | |
| *Proficiency level: 0 - Poor, 10 – Excellent* | | | | | |
| Language | | Spoken Written | | | |
| Bahasa Indonesia (Primary) | | 10 10 | | | |
| English | | 6 8 | | | |
|  | |  |  | | |
| **Additional Info** | | | | | |
|  | | | | |
| Other Information | |  |  | | |
| mampu mengerjakan pekerjaan sekretaris dan administrasi umum, mampu mengoperasikan komputer.  pernah mengikuti pelatihan di puslat dikjur dan dinyatakan kompeten pada kompetensi administrasi perkantoran dari badan nasional sertifikasi profesi.  Pernah mengikuti pelatihan pengisian e-spt di institute stiami | | | | | |
|  | |  |  | | |
| **About Me** | | | | | |
| Age | | 20 | | | |
| Address | | Jakarta Raya, Indonesia | | | |
| Nationality | | Indonesia | | | |
|  | |  |  | | |