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

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| **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 ValueOf 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 |
|   |   |   |