**CURRICULUM VITAE**

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| **PERSONAL DETAILS** | | |
| Full Name | : | RISZA DWI NOVIANTI |
| SEX | : | FEMALE |
| PLACE, DATE OF BIRTH | : | SUMEDANG, NOVEMBER 18TH 1985 |
| NATIONALITY | : | INDONESIAN |
| MARITAL STATUS | : | MARRIED |
| RELIGION | : | MOESLIM |
| ADDRESS | : | JL. PERTIWI RT.07/06 SUSUKAN, CIRACAS, JAKTIM |
| MOBILE | : | 08568244757 |
| PHONE | : | - |
| E-MAIL | : | Changcut18@gmail.com |

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| **EDUCATIONAL BACKGROUND** | | |
| 1991-1997 | : | ELEMENTARY SCHOOL AT SDN SINDANGRAJA SUMEDANG |
| 1997-2000 | : | JUNIOR HIGH SCHOOL AT SMPN 1 SUMEDANG |
| 2000-2003 | : | SENIOR HIGH SCHOOL AT SMUN 1 SUMEDANG |
| 2003-2007 | : | JAPANESE PROGRAM AT UNIVERSITAS PENDIDIKAN INDONESIA  BANDUNG |

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| COURSE & EDUCATION | | |
| 2007-2007 | : | COMPUTER COURSE AT CSI SUMEDANG |
| 2007-2007 | : | ENGLISH COURSE AT CSI SUMEDANG |
| 2008-2008 | : | TRADING INDEX/FOREX TRAINING AT PT. VALBURY ASIA FUTURE |

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| QUALIFICATIONS | |
| 1. | COMPUTER LITERATE (MS Word, MS Excel, MS Power Point, MS Access, MS Outlook) |
| 2. | INTERNET LITERATE |
| 3. | ENGLISH LITERATE |
| 4. | JAPANESE LITERATE |

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| WORKING EXPERIENCE | | |
| 1. WORKING AT | : | CITRA SARANA INFORMATIKA  ENGLISH & COMPUTER COURSE CENTRE |
| PERIOD | : | DECEMBER 2007 – DECEMBER 2008 |
| POSITION | : | JAPANESE TEACHER  ADM. STAFF |
| JOB’S DESCRIPTION | : | TEACHING JAPANESE  ACCOUNTING OF TAX  ACCOUNTING ALL STAFF SALARY  HANDLE BOOKEEPING OF COMPANY  ETC. |
| 2. WORKING AT | : | BP2IP TANGERANG |
| PERIOD | : | JANUARI 2009 – 2014 |
| POSITION | : | JAPANESE TEACHER  ADM. PENGAJARAN STAFF (CONCERTED)  UNIT LAYANAN PENGADAAN (CONCERTED) |
| JOB’S DESCRIPTION | : | TEACHING JAPANESE  HANDLE BOOKEEPING OF EDUCATIONAL ADMINISTRATION  ETC. |

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| HOBBIES & INTEREST | |
| 1. | READING NOVELS |
| 2. | WRITING NOVELS |
| 3. | LISTENING & PLAYING MUSIC |