CURRICULUM VITAE

Personality

Name : Rizki Nur Amalia

Date of Birth : September, 30th 1988

Religion : Moslem

Marital Status : Married

Height/Weight : 155 cm/48 kg

Address : Jl. Melati 4 RT 06/11 No. 4-5, Perumahan Kranggan Permai,

Jatisampurna, BEKASI 17433 (Nearby Cibubur area)

Phone : (021) 844-2619

Mobile Phone : 08 988 944 877

Email : ritsuki.blue79@gmail.com

Educations

* Universitas Nasional Jakarta (GPA 3.78) 2006 – 2011
* SAHID Tourism High School 2003 – 2006
* SLTPN 230 Jakarta Timur 2000 – 2003
* SDN Kranggan Permai II 1994 – 2000

Non Formal Education

* Abacus Distribution Systems Indonesia 2005
* Higher Learning English & Computer Training 2006
* Lembaga Pendidikan Keterampilan Columbus (Computer) 2006

Others Certificates

* English Language
* Japanese Language
* Abacus Ticketing System
* Sahid Tour Hajj & Umroh Training Certificate

Internship and Others Experieces

* Ticketing Agent & Hajj & Umroh Assistant Staff 2005

at SAHID Tour & Travel

* Internship student at Crown Line Moving Company 2011
* Japanese Language Private Teacher 2011

Working Experieces

* Administrasion Staff at Universal – Overseas Education Consultant

(May 2012 – August 2012)

Salary: IDR 1,750,000

Responsibilities: Translate students' academic reports, Handle students' documents such as passports, birth certificates, Handle students' documents in order to make admission visa, Send students' documents to relevant schools in abroad, Accompany students for an interview at embassy.

* Service Admin at Kho’s Service – Sennheiser Authorized Service Center (September 2012 – March 2014)

Salary: IDR 3,500,000

Responsibilities: Handle incoming and out coming calls, Receive and check broken units from customers or distributors, Handle data of service units by using Microsoft Office Excel and Words, Make reports, Handle complaints, Control spare parts inventory, Handle marketing of spare parts, Make invoice, General affair.