**PERSONAL**

**INFORMATION**

**CURRICULUM VITAE**

 Name : Daesy Anastasia Firsty

Date Of Birth : December 19th 1989

Address : Jl Taman Apel VIII Rt 010/003 No. 110

Tg. Duren Utara 3E Jakarta Barat 11470

Marital Status : Single

Reiligion : Moslem

Nationality : Indonesian

Mobile Phone : 088212258354

E-mail : [dafirstyf89@gmail.com](mailto:dafirstyf89@gmail.com)

* 1996 – 2002 : 01 Elementary, Jakarta

**ACADEMIC**

**INFORMATION**

* 2002 – 2005 : 89 Junior High School, Jakarta
* 2005 – 2008 : 112 High School, Jakata
* June 2011 – June 2012

**PROFESSIONAL EXPERIENCE**

Customer Service Associationat PT Giordano Indonesia

* Serving customers with excellent service
* Increase sales of product
* improve the consumer appeal of products
* Ensure customers know about new products
* November 2013 – February 2014

Marketing Communication Internship at Kontan Business and Investment Media

* Planning events to gain more reader
* Controlling and updating social media (facebook, twitter)
* Controlling membership
* Updating kontan newspaper on scoop for sale
* August 2015 - Present

Finance Administration Staff at PT Waskita Karya Persero, Tbk

* Keeping accounts, including supporting documents and book-keeping records.
* Implementing all other specific financial procedures, such as monitoring cash flow, paying salaries and tax, and making payments to suppliers.

**PERSONAL**

**SKILL**

* Languages : Bahasa Indonesia

English

* Good adaptation
* Fast learner
* Hard working
* Able to work invidual or team
* Good communication

**INFORMATIC SKILL**

* + - * Programs : Microsoft Excel, Power Point, Word,

Photoshop

* Internet Literate