# CURRICULUM VITAE



Name : Sopiah

Age : 31 Years old

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Current Address : Kp. KlaibataRt 005/007

Kel.Srengsengsawah

Kec.Jagakarsa JAK-SEL 12640

Place and D.O.B : Bandung, June 16, 1983

Status : Married

**Education Background :**

* SEGI College International Kuala Lumpur, Malaysia (Diploma in Computers Studies)
* STIE YAI (Accounting 2 Semester) JAK-SEL
* SMKN 15 Jak-Sel
* SLTPN 01 Cililin, Bandung
* SDN Pasir Sereh, Bandung

**Skills :**

* Able to communicate in English active written and spoken
* Accounting knowledge, book-keeping, in SMKN 15 Jakarta with course Accounting, then continue in STIE YAI Jakarta, (2 semester).
* Computer knowledge Microsoft office, Photoshop, Dreamweaver,Programming (Java Programming, Visual Basic, HTML, phpmysql).
* Able to work personal or team
* Correspondence and filling document

**Other Trainings:**

* MagangKerja In Bank BCASlipiJkt
* MagangKerja In Koprasi BI Jkt

**Work Experience:**

* PT. SURYA DARMA PERKASA (HARENT) Up grade Position

As Supervisor Admin Driver Job desk:

* Monitoring and controlling Staff admin for handle Insurance 1500 driver, Medical check, Drive Training and (Internal Office Memo for monitoring all driver )
* Make Planning budget must be balance with budget from customer
* Managing Negotiation with vendor
* Make Report to Manager
* Cross check Payment invoice, Reimbursement by staff admin
* Handle Time Sheet Driver
* PT. SURYA DARMA PERKASA (Harent) From February 2013

As Admin HR Detail of jobs:

* Correspondence
* Handle Insurance thousand of driver
* Make negotiation, plan budget and make compare
* Administration paymment of invoice
* Handle Administrative medical check up and Driving training Driver
* PT. Ayu agung, (2011-2013) Cideng timur No.39, Jakarta Pusat

as EDP (Electronic Data Processing) Details of jobs: Make MASTER to program inkombizz, including all the master: item new product, new item, new price, new counter, new customer, new WHM, new employee, editing, update the master to all counter that have computer. Team viewer with the counter, and export and import all the data like: order counter, return counter and the transactions. Make warehouse mutation, between company with factories, make return product and correction from audit if any mistake or un balance the product. Make Assemble and disassemble packet or gift packet, filling document, about the program, packing list, free product, employee order, etc.

Handle stock and purchase order all goods for Office boys and Counter using.





