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Tasya RESTETIKA SARAH

*Barat III no. 3, mojosongo, Surakarta 089688067057*

*LAST Education*

*SMA KRISTEN SURAKARTA*

*2011 IPA*

*Experience*

*PT. MATAHARI DEPARTMENT STORE*

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***CASHIER*** *2011 – 2011*

*PT. TALENTA GELORA SERAFIM*

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***MARKETING AND ADMINISTRATION*** *2012-NOW*

*- Find new customer for company*

*-Answer any enquiry*

*-Answer any email’s company*

*- Follow up customer*

*-Respond any suggest or critics*

*-Issuing quotation and send it to customer*

*-Follow up any order*

*-Resume monthly sales report*

***ADMINISTRATION*** *2013 – 2014*

*- Business correspondences*

*- Filling anda data updating*

*-Procurement filling*

*- Inventory Control*

*- Issuing invoice & receipt for vendor and customers*

*- Preparation of purchase requirement and purchase order*

*- Invoice & payment arrangement*

*- Arranged of business trip schedule*

*Skills*

* *Good in Microsoft Office ( Excel, Word, PowerPoint, Outlook )*
* *Dependability and Reliability*
* *Internet Literate*
* *Inventory Update*
* *Fast Learner*
* *Time Management Skills*
* *Communication Skills*
* *Customer or Client Service Orientation*
* *Confidentiality*
* *Fast and accurate typing*
* *Experienced in filing and updating records*
* *Organize personal work priorities*

*Hope my curiculum Vitae can fulfill your requirement.*

*Tasya Restetika*