**CURRICULUM VITAE**

**NATALIA SAGITA**

Asam-asam, Kalimantan Selatan

 

**PERSONAL INFORMATION**

Name : Natalia Sagita
PLACE, DATE OF BIRTH : Sepapah, 04-12-1984

ADDRESS : Jl. Raya Banjarmasin – Kotabaru, Gang Raja Toba

PHONE : 085345456742

RELIGION : Kristen Protestan

SEX : Female

Health Condition : Excellent

STATUS : Married

EMAIL : nsagita79@gmail.com

**EDUCATION**

2000 – 2003 : Graduated from Senior High School, SMU 2 Banjarbaru, Kalimantan Selatan

1997 – 2000 : Graduated from Junior High Scholl , SMP 1 Banajarbaru , Kalimantan Selatan

1991 – 1997 : Graduated Elementary Scholl, SDN Sepapah, Kalimantan Selatan

**SPECIAL SKILLS**

**Core competence:**

* Have Self motivation and fast learning
* Good team work
* Able for independent job
* Highly Motivation to Achieve on Team goals

**Computer and Multimedia :**

* Familiar with Microsoft Office (Word, Excel, Power Point, Access)

**Language :**

* Indonesian and English, written and spoken

**TRAINING**

* Microsoft Excel (Basic, Intermediate)
* Microsoft Access (Basic and Intermediate)
* General and Business English Session

**WORK EXPERIENCES**

**December 2009 – May 2010 PT. PUTRA BORNEO MANDIRI SEJAHTERA**

 **Admin Coordinator**

 Job Responsibility :

* Prepare daily coal hauling report
* Fuel and oil data entry
* Prepare timesheet report
* purchasing

**September 2010 – 2012 PT. Wijaya Karya (Persero),Tbk**

**Secretary**

**Job Responsibility** :

* Project's data updating;
* Business correspondences;
* Expatriates documentation filling & follow up;
* Translation;
* Appointment arrangement;
* Filling and data updating;
* Arranged of business trip schedule

**Juni 2013 - Present PT.Zircon Inti Persada**

**HRD Officer**

**Job Responsibility** :

* recruitment;
* pay;
* conditions of employment;
* negotiation with external work-related agencies