Ayu Valentina

Portfolio

PERSONAL SUMMARY

Ayu has natural passion and enthusiasm for administration and other fields such as writing academic and teaching indonesian language. She was joined with textile company as production administration, data entry raw material until marketing of product. As a true professional she always takes into account the financial impact of any investment decision she makes from a profit & loss viewpoint. On a personal level she has a strong academic track record, including a minimum 3.0 degree from a well known and reputable university. Right now she continued her university to get a master’s degree.

WORK EXPERIENCE

Company name-DELTA MERLIN DUNIA TEXTILE

Portfolio july 2016-present

Working as production administration

Duties:

* Input production data lenght of fabric per machine and per shift
* Enter data lenght of fabric that had been checked
* Processing data and make a report production efficiency of fabric per day
* Checking new production constuction
* Processing data marketing of fabric per day
* Make a report BDP (Bahan Masih dalam Proses) or the material on process
* Sending report production efficiency of fabric to office center

Company name-location

JOB TITLE employment dates (February 2015-July 2016)

ACADEMIC

*Satya wacana christian university-bachelor 2010-2014*

*Satya wacana christian university-Magister’s 2016-*

AREAS OF EXPERTISE

*Writing academic*

*Database administration*

*Data entry*

PERSONAL SKILL

*Passionate*

*Forward thinking*

*Focused*

*Hard working*

CONTACT

*Ayu valentina*

*Lampung, TBT-TBB-Tirtakencana*

[*Ayuvalentina92@gmail.com*](mailto:Ayuvalentina92@gmail.com)

*+62-82280361859*