**Jakarta, June 2016**

To.

Human Resources Department

Jakarta - Indonesia

Dear Sir / Madam

On this good opportunity Please kindly to let me introduce myself, My name is Arrefi. I am 25 years old and I graduated from STIKES Dharma Husada Bandung in Refraction Optician 2011. And now I working as a product specialist for Carl Zeiss Pte.Ltd Vision Care Indonesia. I would like to apply for any position in your company that appropriate with my discipline. I am in good health, willing to work, fast learning, and work well with others. I have good communication skill and speak English fluently both oral and written. The most experience that I have is teaching as a Trainer or Instructor.

I would like to explore and expand what I have in myself. I am really interested all about art, especially for the design. I love to draw, painting and also love to make handycraft. I also always contribute and participate at art event or art community.

I would greatly appreciate an opportunity to convince you that my services would be an asset to your company. I assure you that a high level of efficiency would be applied to any assignment given to me. I hope my qualifications and experiences merit to your consideration.

With my qualifications, I confident that I will be able to contribute effectively to your company. Herewith I enclose my :

1. Copy of Diploma (D3) Certificate and Academic Transcript.

2. Curriculum Vitae.

3. Personal Detail.

4. KTP

5. Recent photograph with size of 4x6

Thank you for kind attention, and I am looking forward to your reply.

Yours Faithfully,

Arrefi

**PERSONAL DETAIL**

* **Name :** Arrefi Rustisarayani
* **Nick Name :** Refi
* **Sex :** Female
* **Place, date of birth :** Lampung, 10 November 1990
* **Address 1 :** Perumnas Bumi Teluk Jambe Blok A. No.432 RT 02/11 Desa

Sukaluyu. Kec. Teluk Jambe Timur. Kab. Karawang Barat 41361

* **Mobile Phone** : 0896 7265 5910 / 0812 9040 0787
* **Email** : revi.rusty@gmail.com
* **Marital status** : Single
* **Religion** : Islam
* **Nationality** : Indonesia
* **Weight / height** : 62 kg / 165 cm

**EDUCATIONAL DETAIL**

* Diploma III Refraksi Optisi STIKes Dharma Husada Bandung (2009-2011)
* Akademi Refraksi Optisi Polycore Indonesia, Karawang (2008-2009)
* SMA Katolik Yos Sudarso Karawang (2005-2008)
* SMPN 8 Karawang (2003-2005)
* SDN Depok Jaya V (1996-2002)
* TK Indria Depok (1994-1996)

**COURSE**

***organization***

* Responsible to *Praktek Mandiri STIKes Dharma Husada Bandung Class* – 2010-2011
* Committee *Pentas Seni STIKes Dharma Husada Bandung* - 2010
* Committee *Diesnatalis Keluarga Mahasiswa STIKes Dharma Husada Bandung* - 2010
* Crew Observer *Gapopin daerah Jawa Barat – “Sosialisasi Kartu Tanda Pengenal Optik (KTPO)”* – 2010
* Committee *Musda V Ikatan Refraksionis Optisien Indonesia daerah Jawa Barat* *“Seminar Progressive untuk Anak-anak dan Kontra Indikasi Pemakaian Lensa Kontak”* -2010
* Commitee Seminar “*Meningkatkan Kualitas Pelayanan Optik Melalui Pemeriksaan Refraksi Mata yang Akurat”* - 2010
* Committee ”*Studi tour Lab RX Essilor (Essilor Education Program)”* - 2010
* Committee Seminar ”*Sehari Lensa Kontak (Pengguna Lensa Kontak Sebagai Alat Rehabilitasi Kelainan Refraksi dan Kosmetik)”* – 2011
* Instructor Workshop *“Pelatihan Penglihatan Binokuler Dasar A.Kasoem Cikini Optikal untuk STIKes Dharma Husada Bandung bersama Drs.Anung Inggito, A.Md.RO* “ – 2014
* Instructor Workshop “*Training Deteksi Dini Gangguan kelainan Penglihatan Binokuler di Wisma Makara UI bersama Drs.Anung Inggito, A.Md.RO*” – 2014
* Instructor Workshop and modertor *“kuliah umum di STIKes Dharma Husada Bandung bersama Drs. Anung Inggito mengenai Prosedur Pemeriksaan Refraksi Berdasarkan Standar Kompetensi Refraksi Optisi”*- 29 November 2014
* Committee Discourse “ZEISS 21st Century Standard of Vision Care” Ngee Ann Polytechnic campus – Singapore, 2015

***Training / Seminar***

* Computer Course SMU Yos Sudarso Karawang - 2008 (Sertificated)
* ESQ Basic Leadership Training THE ESQ WAY 165 (DR.(HC) Ary Ginanjar Agustian) 2009
* Seminar and Workshop RO *(Peningkatan Pemahaman dan Keterampilan Profesi Menuju Refraksionis Optisien yang Kredibel)* – RSM CICENDO – Dr. M.Kautsar Boesoirie, SpM(K),MM) 2011
* Basic Tecnic Program *VARILUX ACADEMY (ESSILOR dan ICEE)* – 2012
* Advance Course for *“Pemahaman dan Implementasi Pemeriksaan Penglihatan Binokuler A.Kasoem Cikini Optikal (Drs.Anung Inggito, A.Md.RO)* 2012-2014
* Seminar Binokuler Vision *“Seeing a Beautiful World With Binocular Single Vision” STIKes Dharma Husada Bandung* - 2014
* ZEISS National Meeting – Bogor, Indonesia
* ZEISS Vision Care SEA Internal Training *“ Basic Optical and Product Knowledge” -*Singapore 2015
* ZEISS Vision Care SEA Internal *Training “Zeiss Dispensing Tool and Instrument”* Singapore, 2015
* ZEISS Vision Care SEA Internal Training “ *Values, Value, Customers and Us*” –Singapore, 2015
* ZEISS Vision Care SEA Internal Training “ *Training for ECP*”- Malaysia, 2015
* ZEISS Vision Care SEA Internal Training “ *Training for ECP and Progressive Trouble Shooting*”- Singapore, 2015
* Seminar “Pioneering Precision Optics Since 1846”  *ZEISS AND TOL at GAPOPIN Event* – Bandung, 2015
* Contribution Zeiss in “PIT Perdami 40” – Bandung, 2015
* High Impact Presentation Skill Foster and Bridge – Jakarta 2016

**Job Experience**

* Refraction Optician Rumah Sakit Mata Cicendo Bandung 2011
* Refraction Optician and Trainer Optik Divisi Optik A.KASOEM CIKINI OPTIKAL 2011- 2015
* Product Spesialis Vision Care Bussiness Group CARL ZEISS Pte.Ltd 2016 – Until right now