Personal Detail

Name : Nelly Kristina

Sex : Female

Nationality : Indonesian

Marital Status : Single Parent

Address : Jl. Penjajap Timur gg. Hj. Said No.15 Pemangkat , Kal-Bar

Place and date of Birth : Pemangkat, 11 September 1987

Phone Number : +6285391445020

Email : rainbow\_118714@yahoo.com

Educational Background

1993 – 1999 : SD Amkur Pemangkat

1999 – 2002 : SMP Amkur Pemangkat

2002 – 2005 : SMK YPN Pemangkat

Job Experience

1. 4 years as a waiters and cashier at Tai Hua and Nam Hua Reastaurant
2. 3 months apprentice ( Door in Door )
3. 5 months as assistant at Jewelry shop
4. 1 years as cashier and office staff at Ngan Hon Man Co. (workshop )
5. 2 years as travel guide and Translator ( Freelance )
6. 3 years as accounting ( at Indonesia and Malaysia )

Capabilitys

 MS Word, MS Excel, Journal, Ledger, Inventory Controls, Calculating, write a Story ( Love story, Children Story, Ghost story, and Fashion ), Translating ( English to Indonesian – Indonesian to English )

Personality

I am hard worker, responsible on my job, diligent, and always on time