|  |
| --- |
| **Curriculum Vitae** |
| **Personal Information** |
| Name | : | Linda Fitriani | linda (2).jpg |
| Address | : | Kp. Rawa Bambu Rt 004/016Harapan Jaya Bekasi Utara |
| Telephone | : | 085781300287 |
| E-mail | : | Lindafitrianizlnd@gmail.com |
| Date of birth | : | March, 15th 1994 |
| Sex | : | Female |
| Marital Status | :  | Single |

**EDUCATION**

**Bina Sarana Infromatika, Bekasi**

2012 – 2015 GPA : 3.32

Diploma of Komputerisasi Akuntansi

**WORK EXPERIENCE**

**Medical Administrator**

**PT. Parit Padang Global**

**March 2016 – Now**

Checking and entry the medicare claim

Making report and payment medicare claim

Make a letter of guarantee hospital

Reconciliations with payroll and accounting

Filling Document

Updating personal data of employee

**Internship**

**SOHO Group**

**Oktober 2015 – Februari 2016**

Filling document

Entry the new employee

**Internship**

**PT. Bakrie Pipe Industries**

**September 2014 – Agustus 2015**

Make a diagram’s report for lab division

used to create a memo and letter mail concerned with lab division

**Data Entry**

**PT. Bakrie Metal Indonesia**

**September 2012 – February 2013**

Helping acc & fin division for input data

Prepare letters for purchase order division

**SKILLS**

**Language skills**

Indonesia

English

**Computer & Software skills**

Microsoft Office, Macromedia Dreamweaver, Photoshop, My Sql, Exspresso, IFS HR Application, Pro Int HRIS