**CURRICULUM VITAE**

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| PROFILE |

Full Name : Billy Chandra

Place & Date of Birth : Jakarta, 24th October1996

Gender : Male

Status : Single

Nationality : Indonesian

Religion : Christian

Address : Dusun Karanggan Rt 004/ Rw 004

Puspasari – Citeureup, Bogor 16810

Phone Number : 0812 2127 9917

Hobbies/ Interest : Watching, Reading, Writing, & Fashion

Health : Excellent

E-mail : **billychandra04@gmail.com**

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| FORMAL EDUCATION |

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| SCHOOL | GRADE | YEAR |
| MARDI WALUYA | SENIOR HIGH SCHOOL | 2011 – 2014 |
| TRIPLE “J” | JUNIOR HIGH SCHOOL | 2008 – 2011 |
| PUSPASARI 01 | ELEMENTARY SCHOOL | 2002 – 2008 |

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| Organization Activities Experience |

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| **YEAR** | **POSITION** | **INSTITUTION** |
| 2012 - 2013 | Active Member | **OSIS ( Organisasi Siswa )** |
| 2012 - 2013 | Active Member | **Paskibra** |
| 2011 - Present | Active Member | **Komsel ( Persekutuan Doa )** |

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| SKILL |

* **Computer Skill**

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| **Program** | **Spesification** |
| MS . Office | Microsoft Office ( Word, Excel & Power Point ) |
| COREL DRAW | Design graphic ( Logo, Mock Up ) |

* **Language Skill**

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| **Spesification** | **Description** |
| English | Average ( Speaking, Reading, Listening and Writing ) |

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| Personal Qualification |

* **I am good to work and corporate in a team, as well as individually**
* **I am willing to learn new thing inside or outside company**
* **I am discipline and responsibility about my job desk**
* **Pleasant personality, confidence and open minded**

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| Work Experiences |

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| **Year** | **Position** | **Company** |
| 2015 - 2016 | Staff Payroll | PT. Lasallefood Indonesia, Cimanggis |

Job Description

* File and check employee data
* Entry attendance data
* Check and Process data
* Creating a salary report