Attention to

Human Resources Development *(*HRD*)*

At Place

Dear Sir/Madam,

I wish to apply in your Company. I am a recent graduate of Islamic State University (UIN) Syarif Hidayatullah Jakarta, Faculty of Economy and Business in majoring Accounting.

I have experience for working as accounting staff at PT. Mitrawan Mandiri Selaras Abadi.

I am discipline, willingness to learn, energitic, and motivated, and I have excellent problem-solving skills and that I work well with others.

I am looking for new challenges. I enclose my CV, Certificate of Graduation, and Transcript Score for your inspection and look forward to hearing from you soon, I am waiting for interview at your convenience.

Thank you.

Sincerely

[Okky Oktaviyani Rahayu]

CURICULUM VITAE

Personal Identity

- Name : Okky Oktaviyani Rahayu
- Place, date of birth : Bekasi, 08 October 1990
- Adress : Jl. Flamboyan 1 No. 343 RT. 008/ RW. 010 Perumnas 1, Bekasi
- Religion : Islam
- Phone Number : 08989710913
- Email Adress : okhe_achisballa@yahoo.com

Formal Education

- Majoring Accounting, Faculty of Economy and Business Jakarta Syarif Hidayatullah State Islamic University (UIN) : 2009 – 2016
- Senior High School 2 Bekasi : 2005 - 2008
- Junior High School 7 Bekasi : 2002 - 2005
- Elementary School Kayuringin Jaya 3 : 1996 - 2002

Non-Formal Education

- Tax Brevet A and B : 2013
- Lembaga Pendidikan Inggris-Amerika (LPIA) : 2008

Organisation Experience

- Coordinator of Education and Development Departement Student Executive Board (BEM) of Economy and Business Faculty : 2012 – 2013

- Second Treasurer of PMII KOMFEIS UIN Jakarta : 2010 – 2011

Seminar and Workshop

- Effort to Eliminate Corruption Talkshow with KPK : 2009
- Think Acct 2009, "*To Be Happy In Community Of Accounting*" : 2009
- Training Motivation " Gak Sekedar Ngampus" : 2009
- National Seminar, "*The Role of Insurance in the* Globalization Era" with ACA : 2010
- Workshop Capital Market from IDX Jakarta : 2015

Competition Experience

- Accounting Competition BEMJ of Accounting UIN : 2011

Job Experience

- Accounting Staff at PT. Mitrawan Mandiri Selaras Abadi : 2013 – 2015
- Internship at KPP Pratama Jakarta Tanjung Priok : 2013
- Teacher Staff at Elfast Institute Education : 2010 – 2010