

**Curriculum Vitae**

Personal Details

Full Name : Seprianti

Nick Name : Anti

Place, Date of Birth : Jakarta, September 14, 1995

Sex : Female

Address : Jl. Sedap Malam No. 1 RT 005/002

Kec. Senen Kel. Kramat, Jakarta 10450

Religion : Islam

Status : Single

Nationality : Indonesian

Skill And Abilities

* Prepare and manage correspondence, reports and documents.
* Organize and coordinate meetings, conferences, travel arrangements.
* Take, type and distribute minutes of meetings.
* Maintain schedules and calendars.
* Arrange and confirm appointments.
* Handle incoming mail and other material.
* Set up and maintain filing systems, etc.
* Able to operate Microsoft Office Application :

1. Ms. Word (Mail Marge, Numbering, Table, Textbox.)
2. Ms. Excel (IF, Hlookup, Vlookup, Sum.)
3. Ms. Power Point (Animation, Design, Sound, Video.)
4. Ms. Acces (Query Design,Report Design)

* Able to speak English both oral and written
* Understand about taxation and basic accounting
* Understand about Indonesian and English Correspondense
* Know speak Japanese, Korean and Arabian Languages

Education Background

* 2013 – 2016 Diploma, Politeknik LP3I Jakarta, Majoring Secretary.
* 2010 – 2013 SMA Negeri Ajibarang, Social Science



Work Experience

* 2014 On job training at Education Department as Administration Staff in

Polytechnic LP3I Kramat Raya Campus

(Mei – July 2014)

* 2013 Passion of Photography 2013 at Auditorium

Organization Experience

LP3I Kramat Raya Campus

* 2013 Mirabella Beauty Class at Auditorium LP3I Kramat Raya Campus
* 2013 Entrepreneurship Sebagai Solusi Perekonomian Indonesia

at Auditorium LP3I Kramat Raya Campus

* 2014 Life Skill As Marketer at Auditorium LP3I Kramat Raya Campus
* 2014 How to Face Job Interview in English at Auditorium LP3I

Kramat Raya Campus

That’s all my curriculum vitae and it’s all actually created by and accountable as they

should.

Yours Sincerely,

Seprianti