

***JANUARY 2013 to: DECEMBER 2013***
GENERAL SUPPORT
SEKOLAH BINA NUSANTARA-BATAM, BATAM, KEPULAUAN RIAU
 *As a rapid growth school, the management decided that the administration and accounting need a new crew member. Manage the payment from the customer and the complaint and make the solution for that complaint to improve our services such as infrastructure, and the education system.*

OTHER INFORMATION
***Date of birth:*** *June 05, 1991****Driving License:*** *Yes, since 2009****Residence:*** *Bengkong Asrama Kav. Penataan, C3/10*

Erwin Prayoga

Administration & HR Assistant

Erwin Prayoga

COMPUTER LITERACY
MICROSOFT OFFICE95%

NETWORKING95%

WEB DESIGN80%

*+62813 7212 5665 3rwinprayoga@gmail.com  id.linkedin.com/in/towermennn*

EDUCATION
 *- June 2009, High School, Batam,Social Science- July 2009, UMRAH University, Tanjung Pinang, KEPRIstill on progress Skripsi on my Bachelor Degree*

***JUNE 2012 to: DECEMBER 2012***
FREELANCE EMPLOYEE & GENERAL SUPPORT
BIMBEL TEKNOS, BATAM, KEPULAUAN RIAU
 *Firstly, I used to be an employee after graduate from high school, but I think that I could do something else to improve my capability. It’s not enough if you just attend class and then go home. So, I took the chance to be a freelance employee for my free time then I could improve myself. At that place I prepare everything for tutor, classroom, stationary, any materials to support the tutor. And after they finish, I have to check every class was clean, tidy and also became of general support for Sukses jaya gemilang and Sekolah Bina Nusantara Batam*

***JANUARY 2013 to: FEBRUARY 2016***
ADMINISTRATION STAFF
SEKOLAH BINA NUSANTARA-BATAM, BATAM, KEPULAUAN RIAU
 *Managed the accounting, purchasing, payroll for the employee HR Assistant, facility maintenance and ensure alignment with corporate goals including Staff supervisor for ME Contractor on Sukses Jaya Gemilang.*

***JANUARY 2014 to: JULY 2015***
STAFF SUPERVISOR, ME Contractor
PT. SUKSES JAYA GEMILANG., BATAM, KEPULAUAN RIAU
 *Leading on electrical work for heavy industries that serve PT. Citra Tubindo.Tbk for 7 Years, Expert on Low voltage and medium voltage installation, Termination and Maintenance or even Renovation.*

AREAS OF EXPERTISE
 *Customer Relation. Cost Accounting and Cost Control, Payroll Administration and Execution, Field Project Supervision, Project Management, Web Development, HR Assistant.*

*A driven, open minded, creative account handler with a strong sense of dedication and commitment, and over 3 years of progressive experience in account and administration management. Securing customer loyalty and forging strong relationships with business partners.*