Name : Ayu Rahma

Address : Jl Rawa Badak 1 no. 67

Tg. Priok

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Place & Date of Birth : Jakarta, 13 Agustus 1996

Gender : Female

Religion : Islam

Nationality : Indonesia

Marital Status : Single

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Personal Details

Ayu Rahma



Education Details

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Formal** | | 2011-2014 | Accounting Education  12 Vocational High School Jakarta |  | | 2014-Now | Secretary Degree  Universitas Negeri Jakarta |  | | **Non-Formal** | | 2012 | Training Filing Management |  | |

Job Experiences

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | 01. 2013  –  04.2013 | PT Buana Indomobil Trada  Administrative Assistant  fielding telephone calls, word processing, creating spreadsheets and presentations, and filing. | |

Kemampuan

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| MS Word ◼◼◼◼◼◼◼◼◼◼  MS Exel ◼◼◼◼◼◼◼◼◼◼  MS Accounting ◼◼◼◼◼◼◼◼◼◼  MS Power Point ◼◼◼◼◼◼◼◼◼◼  Teknologi Informasi ◼◼◼◼◼◼◼◼◼◼  Bahasa Indonesia ◼◼◼◼◼◼◼◼◼◼  Bahasa Inggris ◼◼◼◼◼◼◼◼◼◼ |