**Attention to**

**Management**

Dear Sir / Madam,

On this good opportunity, I would like to apply as staff in your company.

I am 28 years old and graduated from foreign language school STBA Nusa Mandiri Ciputat – Tangerang majoring English literature.

I enclosed the resume of my personal details and other data deal with my education and experience.

I can be reached at 085782800133 everyday and I would be gladly welcome an opportunity to have an interview with you at your convenience. I hope my skills can be one of your company's assets. I am looking forward to hearing from you in the near future. Thank you for your consideration and attention.

Yours faithfully,

TRI LESTARI

**CURRICULUM VITAE**

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Personal details

Name : TRI LESTARI

Place / Date of Birth : Jakarta / March, 26 1988

Marital Status : Single

Religion : Islam

Address : Jl. Ciputat Baru Raya, Gg Harapan 1, Rt 002/05

no 93 Sawah Lama,

Ciputat, Tangerang Banten 15413

Mobile : 0857 82800 133

Education

1994 – 2000 SDN 05 Pagi Kostrad

2000 – 2003 SMP 164 Kostrad

2003 – 2006 SMA 29 Kebayoran Lama

2006 – 2010 NUSA MANDIRI

Work experience

Aug 2007 – Apr 2008 Sales Assistant at Pasaraya

* Sell Indonesian Art Craft

July 2008 – Sept2008 Customer Care Internship at Pasaraya

* Input shopping point
* Redeem shopping voucher
* Make card for shopping point

Nov 2010 – June 2013 Translator (Junior Linguist) at Indolingo Translocalize

* Translate documents, subtitle, magazines, etc

Sept 2013 – June 2014 Receptionist at Singapore School Bona Vista

* Handle incoming and outcoming calls
* Handle guest, received documents, package

July 2014 – February 2016 HR Assistant for Expat at Singapore School Bona Vista

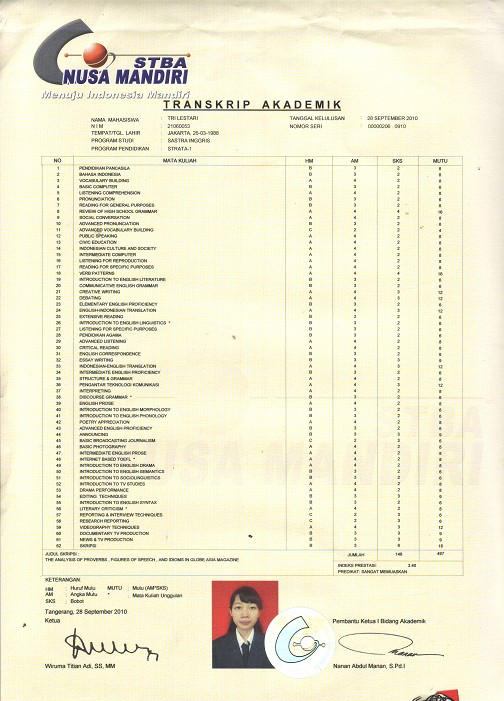
* Advertise job vacancy
* Manage cv database of candidates
* Shortlist candidates, send good candidates to other branches
* Communicate with candidate deal with the interview and requirements
* Handle teachers contract; make draft, send contract to branches, filing contract
* Update and entry data of teachers in the salary list
* Communicate with teachers deal with their matters; insurance, medical reimbursement, plan to immigration, documents to be signed, visa/kitas renewing, etc
* Handle teacher documents; for training, medical reimbursement, certificate employment, sponsor letter, etc
* Communicate and support visa dept to make or renew visa/kitas
* Communicate with finance dept deal with teachers financial matter; salary, medical/transport reimbursement, bonus, and also job advertisement.
* Communicate with GA dept deal with transportation for teachers
* Communicate with school branches; principals, academic secretary, etc.

March 1, 2016 – February 8, 2017 Corporate Admin Staff at Singapore School Bona Vista

* Handling business trip such as ticketing, booking hotel, transportation
* Arranging itinerary

TRI LESTARI





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