** CONTACT**

 Perumahan Jagakarsa Residence

 Sutera II. B1/15

 Jakarta Selatan – 12610

 Address



 putriazzahraghazali@gmail.com

 E-mail

 +62-812-8394-0217

**PUTRI AZZAHRA GHAZALI**

 Phone

 Jakarta, February 26th 1996

 Place, Date Of Birth,



 Islam

 **PROFILE** Religion

  Female

 Gender

 158 cm, 48 kg

 Height and Weight

 Present Akademi Sekretari Dan Manajemen Don Bosco

 Diploma-3 (Secretary)

 University (year 2014 – Present)

 2014 PKBM Setia Mandiri (Home Schooling)

**EDUCATION** Senior High School (year 2013 – 2014)

2012 SMA Islam Dian Didaktika

Senior High School (year 2011-2013)

2011 SMP Islam Dian Didaktika

 Junior High School (year 2008 – 2011)

 2008 SD Islam Dian Didaktika

 Elementary School (year 2002 – 2008)

2015 Pelatihan & Pemanfaatan Peralatan Kantor/Kearsipan

**EXPERIENCE** Mampu mengenal dan menggunakan peralatan kantor

 2014 Pelatihan Rahasia Sukses Menulis Berita

 Mampu membuat berita hasil pertemuan dan rapat secara lengkap dan akurat

 2010 Spiritual Motivation Camp Pra-Ramadhan

 Khatulistiwa Learning Center

 2009 Peserta Sanlat Jelang Ramadhan

 Daarut Tauhiid

2014 Speed Typing Contest

 1st Winner

**AWARDS** 2011 Libala Cup

MVP and Top Score Basketball

 2008 Dian Didaktika Cup

 Top Score Basketball

 Practice

 Company : SMAN 6 Mahakam

**WORK** Period : 26 January 2015 – 30 January 2015

**EXPERIENCE** Purpose : Dedication

 Position : Administration

 Work

 Company : PT. Health Wealth International

 Period : May 2014 – October 2014

 Position : Sales, Distributors (Free lance)

 Job Details : Sell the company products and also encourage others to join the company as distributors.

 Company : PT. Intifikasa Securindo

 Period : May 2015 – Present

 Position : Marketing Manager (Free lance)

 Job Details : Prospecting, Communicating with target audiences and managing customer relationships.

 Company : PT. Nudiet Katering Servis

 Period : November 2014 – June 2015

 Position : Secretary

 Job Details : - Responsible for neatness and cleanliness of the office area.

* Responsible to secure information by completing database backups.
* Input data for expenditure of foodstuff, food delivery and income of financial.
* Completes request by greeting customers, in person and on telephone; answering and referring inquiries.
* Maintains customer confidence and protects operations by keeping information confidential.
* Check food deliveries as required.
* Assist with stock taking as required & prepare “Shopping lists” as necessary. Anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
* Responsible to prepare the Company Profile, Correspondence, Invoice and Receipt for customers.
* Checking attendance and input every month.



 Bahasa Indonesia

**LANGUAGES** Native



 English (TOEIC score: 500)

 Advanced



 Japan

 Intermediate

Ms. Word

**COMPUTER** Ms. Excel

**SKILL** Ms. Power Point

 Ms. Publisher

 Adobe Photoshop

 Corel Draw

 Photoscape

 iMovie

**SKILL** Driving

* Car, motorbike, bicycle.
* Have a driving license (A)

 Communication

* Excellent in presenting and communicating complex index and clearly.

 Essentials

* Ready to work under Pressure, Honest, Hardworking and ability to work in team.
* Ready to meet any kind of people.
* High motivated in learning work procedures and run it.

Best Regards,

Putri Azzahra Ghazali