** 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.



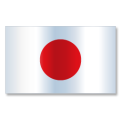
Bahasa Indonesia

**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