Surabaya, September 18, 2014

Dear Sirs / Madam,

My name is I’ik Rahmawati, 39 years old and have high commitment to do every duty belongs to my responsibilities with my best.

I had been graduated from Polytechnic of Brawijaya University Malang, majoring Business Administration / Office Administration with GPA 3.00. I can operate computer, familiar with internet. I’d like to add my eager to learn more with join at your company.

My job experiences mostly Handling document control; material control, production and delivery schedule; Inventory control, Costing job, Administration, Finance and Human Resource jobs. I hope that my experiences background will be meet with your expectation.

Herewith I enclose my Curriculum Vitae and other document related to support this application letter. In the meantime, I’d glad to come to see you and confidant to be an effective member of your corporation. Thank you very much for your attention.

Sincerely Yours,

I’ik Rahmawati

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**CURRICULUM VITAE**

Name : Iik Rahmawati

Place/Date of Birth : Malang, April 06, 1975

Religion : Moslem

Address : Perum Kartika Mas Regency no 42 Waru Sidoarjo

Contact No. : 087757299306

Educational : - DIII Business Administration/ Office

 Administration Polytechnic of Brawijaya

 University Malang (1993 – 1996)

 GPA: 3.00

 - SMAN 1 Lumajang (1990 – 1993)

 - SMPN 1 Yosowilangun, Lumajang (1987 - 1990)

 - SDN Yosowilangun Lor 1, Lumajang (1981-1987)

 Work Experiences : 1. PT Unispices Prime Processing Surabaya ( 18 April 2011 –

 Present),

 Responsible for General Admin and Finance

 2. ***Senior Officer*** PT Casio Electronics Indonesia,

 BIP Muka Kuning, **Batam**. Business Plan,

 Admin Dept. LCM Divison

 (17 October 2005 – 15 Des 2009);

 Responsible for Administration jobs, Inventory

 stock, Costing report, Company Investment,

 Document Control, update manpower and forecast Status.

 3. ***Material planning control*** (***MPC)***

 PT Hitech Display, Batam Center, **Batam**

 (August 2004 – October 2005);

 Responsible for Ordering Material, preparing

 Production schedule base on forecast. Monitoring

 Delivery schedule and Inventory Preparation.

 4. ***Production Planning Control*** (***PPC) Officer***

 PT Asahi Electronics Indonesia,

 BIP Muka Kuning, **Batam** (Jan 2001 – July 2004)

 ***PPC Asst Officer*** (1 October 2000)

 ***PPC Officer Asst*** (1 October 1999)

 ***PPC Sr Clerk*** (1 May 1999)

 ***ENG Clerk*** (19 October 1996 – Sep 1998)

 Responsible for Document control, production

 Data update, communication with sales for urgent

 request.

