**Personal Data**

Name : Maria Margaretha Siahaan

Place/Date of Birth : Pematang Siantar, 23 June 1990

Sex : Female

GPA : 2.95 (scale 4.00)

Nationality : Indonesia

Status : Single

Religion : Christian

Address : Perumahan Cipondoh Makmur Blok F1 No. 13, Tangerang

Phone : 087840545005

**Formal Education**

Year 1996 – 2002 : graduated from SD Free Methodist 1 Medan

Year 2002 – 2005 : graduated from SMP Katholik Santo Thomas 3 Medan

Year 2005 – 2008 : graduated from SMA Negeri 12 Medan

Year 2008 – 2011 : graduated from Accounting majoring,

Polytechnic of Medan

**Informal Education**

Year 2000 – 2002 : English Course in Situsional English Course Medan

**Workshop**

1. Participant in Pelatihan Sikap Positif, Etika, Komunikatif efektif, Motivasi, dan Produktifitas Kerja pola 4 jam at Administrasi Pusat Politeknik Negeri Medan.
2. Participant in Dream Management Training at Administrasi Pusat Politeknik Negeri Medan.
3. Participant in spirit of Indonesia at Administrasi Pusat Politeknik Negeri Medan.

**Languages**

Fluency in English

**Qualification**

1. Accounting and Administration Skills (Journal Printing & Calculation, Ledger, Petty Cash Payroll & Calculation, Inventory Controls, Project Data updating, Teller, Salary Calculation).
2. Computer Literate (Ms. Word; Ms. Excel; Ms. Power Point, Ms. Access, Visual Basic).
3. Internet Literate.

**Experience**

1. I have field training in PT. Tirta Natio as Accounting since 1 year from 2009 – 2010.
2. I have ever as secretary for organization in HKBP Melati Medan.
3. I have field training in Auto 2000 for a month from Polytechnic of Medan.
4. I have worked in PT. Unitera for 2 months.
5. I have worked in Perum Perumnas from 2013 till now.