**C U R R I C U L U M V I T A E**

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Seeking a career opportunity with the availability of growth and advancement to build upon and utilize my previous work experience, academic background, marketing and communication skills.

**PERSONAL DATA**

Name : Mutiara Dwi Kasih

Address : KP.Cabang Kebon Kopi 001/007 Ds. Karang Asih, North Cikarang, Bekasi 17530

Place, Date of Birth: Sukabumi, December 14th 1991

Sex/ Blod Type : Female/ B

Height/ Weight : 157 cm/ 48 kg

Religion : Moslem

Marital Status : Single

Nationality : Indonesian

Phone : **0812-8323-4252**

Email : **[mutiaradwik@yahoo.com](mailto:mutiaradwik@yahoo.com)**

**SKILLS**

Languages : Indonesian, Sundanese, English and Russian.

Computer : Ms. Office (Word, Excel, PowerPoint,Outlook, etc), Internet

**FORMAL EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Location** | **Periode** | **Major** | **GPA** |
| Padjadjaran University | Jatinangor – Bandung | 2009 – 2013 | Russian Literature | 3.66 of 4.00 |
| SMAN 1 | North Cikarang – Bekasi | 2006 – 2009 | IPA | 52.00 of 60.00 |

**INFORMAL EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | | **Location** | **Periode** | **Description** |
| ELFAST | Pare – Kediri  (English Village) | | Dec’12 –  Feb 2013 | To camp and study English |

**ORGANIZATION EXPERIENCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name** | **Location** | **Position** | | **Periode** |
| 1. OSIS SMAN 1 (Intra   School Organization) | | North Cikarang – Bekasi | Head of Woman Division | 2007 – 2008 | |
| 1. PMR SMAN 1   (Red Cross) | | North Cikarang – Bekasi | Treasury | | 2008 – 2009 | |
| 1. HIMARUS UNPAD (Students Association of Russian Literature) | | Jatinangor – Bandung | Head of Education Division | 2011 – 2012 | |

**JOB EXPERIENCE**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | **Company/ Activity** | | **Industry** | | **Location** | | **Periode** | | **Job** |
| 1. | DVD EXPRESS | | Film Outlet | | Jatinangor | | Jan – Nov 2010 | | Part Time |
| * *Checking items in and out; Input data of items; According items to its kind* * *Calculating income and expenses /days* * *Help the customers in selecting items* * *Cashier* | | | | | | | | | | |
| 2. | ASKIKOI PRESS | | Music EO | | Jakarta | | Dec’10 – Mar 2011 | | Admin Staff (Freelance) |
| * *Promoting through social media* * *Creating activity proposals and reports* | | | | | | | | | | |
| 3. | PT. Melia Sehat Sejahtera | | MLM (Multi Level Marketing) | | Jatinangor | | Oct’12 – Apr 2013 | | Marketing (Freelance) |
| * *Invite people to become members* * *Promoting products to people* | | | | | | | | | | |
| 4. | Personal Activity | | Writing and Editing | | Home | | Feb’13 – Now | | Russian – Indonesian Translator (Freelance) |
| * *Translate articles / works of Russian literature into Indonesian* | | | | | | | | | | |
| 5. | Personal Activity | | Education | | Jatinangor | | Apr – Sep 2013 | | Russian Private Tutor |
| * *Teaching the Russian language at the beginning level* | | | | | | | | | |
| 6. PT.  Sukandaa Djaya | | Food Distribution | | Cibitung (MM2100) | | Jun – Oct 2014 | | Admin Marekting Confectionary (*Makeshift*) | |

* *Allocating marketing goods to all branches*
* *Create the promo report*
* *Coordinating with the branch for the purposes of the documents promo*
* *Do all other things which pertain to the documents and promo in confectionary division*

\* **I declare that all the information above is true**