**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**

**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**