**CURRICULUM VITAE**

PERSONAL DETAILS

Fullname : Ris Perina Wijaya

Nickname : Erin

Adress : Jl. Kaliabang Dukuh Gg. Engkong Sumar No.84 Rt.004/010 Pejuang Bekasi 17181

Phone : 087887447577

E-mail : erinwijaya89@gmail.com

Date of birth : 19 November 1989

Nationality : Indonesian

Gender : Female

Religion : Moslem

EDUCATION DETAILS

1995 – 2001 State Elementary School 07 Jakarta

2001 – 2004 State Junior High School 37 Jakarta

2004 – 2007 MAN 4 MODEL Jakarta

2009 – 2012 STIKOM Inter Studi (Public Relations )

 GPA = 3,10

JOB EXPERIENCES

1. PT. Metroteck Jaya Komunika ( Nexian )

Position : Staf Administration Project

Period : November 2007 – September 2009

1. PT. Swara Cipta Caraka

Position : Customer Relation Officer

 Period : October 2009 – December 2010

1. PT. Inter Pan Pasifik

Position : Public Relations

 Period : February 2011 – July 2012

1. ANZ Bank

Position : Assistant Sales Manager

Period : August 2012 – October 2013

1. PT. Atlantis Convention Centre ( Sin Sin Restourant )

Position : HRD & GA

Period : October 2013 – May 2015

SKILLS

Ledger, Calculation, Inventory Controls Teller & Petty Cash Payroll. Sallary Calculation, Administration.

COMPUTER SKILLS

 Microsoft Word, Microsoft Excel, Microsoft Power Point, Internet.

PERSONALITY

Good attitude, kind, communicative, dilligent, tolerant, target oriented, discipline, honest, and responsible.

This is to state that above information is true and provided here by me, all in good faith.

4 November 2016

Ris Perina Wijaya