**Jakarta, January 22nd 2016**

**Attention To:**

**HRD Department**

Dear Sir or Madame,

I would like to apply a job vacancy in your company. I believe the skills I have developed from my experience and academic background support my candidacy for position. My name is **Dian Khairani Lutfayanti**, I am 26 years old now, and I had two years job experiences as Collection Admin.

I have an excellent health and high motivation to learn new things at your company. I like challenge and team working on dynamic environment that will raise my knowledge, skill and attitude. I have responsibility personality, honest, creative, discipline, good interpersonal and communication skills. I am ready to work hard, under pressure, have highly motivated to work everywhere and ready to work independently or a team. And also, I am willing to be placed everywhere.

I would like an opportunity to discuss your specific needs and my overall abilities regarding the position. Thank you for considering me for the position.

Sincerely yours,



**Dian Khairani Lutfayanti**

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

* **PERSONAL DATA**

|  |  |
| --- | --- |
| Full Name  | Dian Khairani Lutfayanti |
| Nick Name  | Rani |
| Date of Birth & Place | Jakarta, June 3rd 1989 |
| Sex | Female |
| Religion | Moslem |
| Marital Status | Married |
| Nationality | Indonesian |
| Weight/Height | 63kg / 158 cm |

* **CONTACT INFORMATION**

|  |  |
| --- | --- |
| Actual Address | Komplek DKI Blok M2 No. 19, Pondok Kelapa, Jakarta Timur 13450 |
| Phone/HP | 0812 8888 2554 |
| Email | dian.khairani.lutfayanti@gmail.com |

* **FORMAL EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **School / University** | **Degree** | **Place** | **Year** |
| Institut Teknologi Telkom | S1 Industrial Engineering | Bandung | 2006-2012 |
| SMAN 12 Jakarta | Senior High School | Jakarta | 2003-2006 |
| SLTPN 252 Jakarta | Junior High School | Jakarta | 2000-2003 |
| SDN 03 Pondok Kelapa | Elementary School | Jakarta | 1994-2000 |

* **NON FORMAL EDUCATION**

|  |  |
| --- | --- |
| 2003-2004 | Basic Class, English Language Course at LBPP LIA Kalimalang |
| 2011 | SAP Fundamental Training at IT Telkom |
| 2011 | Basic Class, Japanese Language Course at Hikari Language Center |

* **ACADEMIC ACHIEVEMENT**

|  |  |
| --- | --- |
| **Academic Achievement** | **Year** |
| Bachelor Degree (S-1) Industrial Engineering in IT Telkom with GPA : **2,89** of 4,00 | 2012 |

* **JOB EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Firm** | **Position / Program** | **Place** | **Year** |
| PT. Telekomunikasi, Tbk Kandatel Jakarta Pusat (On The Job Training) | Data VAS & Sales | Jakarta | July – August 2008 |
| Job Description :* Introducing Flexi products at every school in central of Jakarta
* Looking for strategies in introducing Flexi products
* Promoting Speedy products at office and homes surrounding central of Jakarta.
 |
| PT. Infomedia Nusantara Jakarta (On The Job Training) | Datacomm & CS | Jakarta | July-August 2010 |
| Job Description :* Search data of macro and micro economy at west and central of Java on 2010
* Make data summary about the economy in the form of presentation with Ms.Powerpoint
 |
| PT. OTO Multiartha(Branch : Kalimalang) | Admin Collection | Jakarta | May 2013-now |
| Job Description :* Creating the required documents for collector
* Doing administrative activities that needed at collection division
 |

* **RESEARCH AND PRACTICAL EXPERIENCE**

|  |  |
| --- | --- |
| **Research / Practical** | **Year** |
| **Final Project :**Knowledge Conversion in the Practicum Implementation Process at the Laboratory of Industrial Engineering Faculty with SECI Method | October 2010 - April 2012 |

* **ORGANIZATION EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization** | **Position** | **Place** | **Year** |
| SLTPN 252 Jakarta Red Cross Youth | Member | SLTPN 252 Jakarta |  2000-2002 |
| SMAN 12 JakartaChoir (Vocal Group) | Member | SMAN 12 Jakarta | 2003-2004 |
| SMAN 12 Jakarta Choir (Vocal Group) | Vice Chief | SMAN 12 Jakarta | 2004-2005 |
| SMAN 12 Jakarta Japanese Language | Member | SMAN 12 Jakarta | 2006 |
| HMTI (Himpunan Mahasiswa Teknik Industri) Telkom Institute of Technology | Member | IT Telkom | 2006-2012 |
| Japan Genki Community (Honnoukai) | Member | IT Telkom | 2008 |

* **EVENT ORGANIZER EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Event** | **Position** | **Place** | **Year** |
| Unity Night Telkom Institute of Technology | Staff of Equipment Division | IT Telkom | 2006 |

* **SKILL AND LANGUAGE**
* **Language Skill**
* **Language 1 : English (Speak: Fair , Write: Good , Read: Good )**
* **Language 2 : Indonesia (Speak: Excellent , Write: Excellent ,Read: Excellent)**

* **Software Skill**

|  |  |
| --- | --- |
| **Field** | **Subfield** |
| Desk Office | Microsoft Office (Word, Excel, PowerPoint, Visio) |
| Internet Browser | Internet Explorer, Mozilla Firefox, Google Chrome |
| Other | Pro Model, Autocad, Autodesk |

**SUMMARY OF QUALIFICATION**

An excellent teamwork, a very hard worker, fast learner, discipline, dynamic, motivation, like challenge, and a responsible person. I also have good interpersonal skills, good computer literacy, loyal, and good in using Microsoft Office.

I declare the details stated to be true



 Dian Khairani Lutfayanti