**Curriculum Vitae**

**Personal Details**

Full Name : Kelly Sanjaya

Sex : Female

Place, Date of Birth : Jakarta, November 28, 1992

Nationality : Indonesia

Marital Status : Single

Height, Weight : 156 cm, 47 kg

Religion : Budha

Address : MuaraKarang Blok Q 5 Timur No.18, Jakarta Utara

Mobile : 081932251598

Phone : (021) 6678923

E-mail : [kellysan92@gmail.com](mailto:kellysan92@gmail.com)

**Educational Background**

1998 – 2004 : Permai Elementary School, Jakarta

2004 – 2007 : Sekolah Bunda Mulia Junior High School, Jakarta

2007 – 2010 : Sekolah Bunda Mulia Senior High School, Jakarta

2010 – 2014 : Management Department at Kwik Kian Gie School of

Business (d/h Institut Bisnis dan Informatika Indonesia/IBII)

GPA : 3,05 (Scale : 4,00)

**Course & Education**

2004 – 2006 : Private Mandarin Language Course at home

2006 – 2009 : Private Mandarin Language Course at Hua Zhong, Jakarta

**Qualifications**

1. Computer Literate (Ms.Word, Ms.Excel, Ms.Power Point)

2. Management

3. Internet Literate

**Working Experience**

1. Worked at PT. Trico Paint Factory, Jakarta

Period : July 2013 – August 2013

Purpose : Intern

Position : Finance Staff

Job’s Description :

* Checking and Filling the purchase and selling invoices
* Filling the income cash dan cash out
* Checking the permit
* Filling the bank reconciliation
* Write the purchase voucher
* Checking the product stock
* Input PO stocks

1. Worked at PT. Kawan Lama Sejahtera

Period : August 2014 – September 2014

Purpose : Full Time

Position : Merchandising Support Staff

Job’s Description :

* Making sales report and sales review (every new month)
* Input PO & PR for new items from vendor
* Maintain e-commerce
* Checking & reply email from vendor
* Making transfer balance to another store (request from store)
* Making stock code for new items from vendor
* Checking monthly consignment report
* Making transfer budget (if needed & requested)
* Input promo (every new month)

1. Worked at PT. Delcoprima Pacific

Period : October 2014 – Current

Purpose : Full Time

Position : Executive Assistant

Job’s Description :

* Organize telephone and conference with related parties
* Scheduling and booking meetings
* Do correspondence with related parties
* Finance (Opening of checks, payment of taxes, administer petty cash, making checkbook and current accounts)
* Preparing data relating to legal
* Do translate-ing
* Make expense report
* Organize confidential documents
* Arrange company accommodation
* Registering the cash in and out for personal expenses belong to the director
* Ticket purchases (International & Domestic) & Visa
* Set up new email for new employee
* House billing (internet, phone, and electricity)
* Managing all administrative filling systems