***Pipien Rahayu***

Kompleks Griya Pesona Bhayangkara, Landasan Ulin Timur

Banjarbaru, Kalimantan Selatan, Indonesia 70724 HP: 082352114721

**Email :** **pipien.rahayu@gmail.com**

Marital Status : Married (Female) Date of Birth: October 10th, 1988

 **Career Objective**

*A Challenging position that would broaden my experience, further develop my skills and give me opportunity to participate in company development.*

 **EDUCATION**

 **Secondary Education**

 Senior High School : SMA Negeri 1 Ponorogo, Indonesia (2007).

 GPA 9.11 (scales 10.00)

Junior high School : SMP Negeri 1 Ponorogo, Indonesia (2004).

 GPA 8.20 (scales 10.00)

 **Languages Spoken and Written**

1. English Wearnes Education Center Madiun (2008 - 2009)
2. Bahasa Indonesia Native Language

***ACHIEVEMENTS AND EXPERIENCES***

|  |  |  |  |
| --- | --- | --- | --- |
| **PLACE** | **TIME** | **EXPERIENCE** | **ACHIEVEMENT** |
| Madiun – WEC | 21 February 2009 | Beauty Class with La Tulipe | Got three best trainee |
| Solo – Lorin Hotel | 22 April 2009 | Table Manners |   |
| Madiun – Merdeka Hotel | 3 December 2009 | Workshop with John Robert Powers |   |
| Madiun – INKA Persero | 1 May – 31 May 2009 | On The Job Training | Improve working method and increase employees skill |
| PT. Grafika Wangi Kalimantan – Banjarmasin Post | Dec 2010 – March 2012 |   |   |
| PT. Barito Berlian Motor | 17 July 2012 – 10 Januari 2015 | As secretary 2012 – 2013As HR staff 2013 – Jan 2015 | Best Employee 2012 |

**EXTRACURRICULAR ACTIVITIES**

1. Assistant Leader of “Unit Kegiatan Siswa – Kesenian Tradisional” in SMA Negeri 1 Ponorogo (2005 – 2006).19
2. Member of “Teater Seni SMA Negeri 1 Ponorogo” (2004 – 2007).
3. Crew of ADA AJA Event Organization Ponorogo (2004 – 2008).
4. Assistant Leader of “Unit Kemahasiswaan – Musik” in Wearnes Education Center (2008 – 2009).

**COMPUTER SKILLS**

 Operating System : DOS, Microsoft Windows seven/98/XP.

 Miscellaneous : Microsoft Office (Word, Excel, and Power Point).

**SPECIAL INTERESTS**

1. Hobby: Reading and cooking.
2. Sports: I like badminton, basketball, and jogging.
3. Personal Qualities : Quick learner, adaptable, high self-initiative, creative, hardworking,

 good attitude, goal directed.

1. Portable Skills : Communications, problem solving, good coordinating, project and time management.

**DECLARATION**

I declare that particulars stated here to be true and completed as the best of my knowledge.

 Landasan Ulin, February 22nd 2016

 Pipien Rahayu