**Curriculum Vitae**

**Shafa Aulia**

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**Personal Details**

Name : Shafa Aulia

Place, Date of Birth : Jakarta, October 23rd 1996

Sex : Female

Nationality : Indonesian

Marital Status : Single

Address : Kalibata City Apartemen, Jl. TMP Kalibata No. 1, Rawajati, Pancoran, South Jakarta, Daerah Khusus Ibukota Jakarta, Indonesia

Phone Number : +62878-7667-1310

Email : shfaulia@yahoo.com

**Education**

**Formal**

2014 – 2017 Office Administration & Secretarial Science

(expected) Vocational Progam, Universitas Indonesia

2011-2014 SMA Negeri 34 Jakarta

**Informal**

2012 Conversation Class at LBPP LIA Pamadegan, Indonesia

**Personal Skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Reading** | **Writing** | **Speaking** | **Listening** |
| Indonesian | Native | Native | Native | Native |
| English | Good | Good | Good | Good |

**Computer**

Very good knowledge of **Microsoft Word** and **Microsoft** **PowerPoint**

Medium knowledge **of Microsoft Excel**

**Working Experience**

1. Position : Sales Promotion Girl

Company : PT Amway Indonesia

Period :January 2013

1. Position : Sales Promotion Girl

Company : Indosat

Period : July 2015

1. Position : Freelance Crew

Company : Davayu Event Organizer

Period : February – May 2016