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| KAMPUNG PAYANGANJL. ASY SYAFIIYAH NO. 67, RT. 04/07KEL. JATISARI, KEC. JATIASIHBEKASI 17426(H) 021-91301306(M) 62-8128411727mailto : dafi\_sweet@yahoo.com |

Anggie Dafiana

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| Place, Date of Birth | Jakarta, January 24, 1980 |
| Marital Status | Married with 1(one) child |
| Education | 1998 – 2003 Darma Persada University Pondok Kelapa, JakartaJapanese Literature, Scholarship by Pertamina, 1999 - 20031995 – 1998 SMU Muhammadiyah 3 Jakarta SelatanSocial Science |
| Experiences | Jan 24th, ’12 – present Hilly Dental Salon Jakarta SelatanJunior Secretary to Doctor cum. Clinic AdministrationAdministration Duties (e-correspondences, filing)Handling incoming and/or outgoing CallsProvide Doctor’s Personal NeedsDec 12, ‘11 – Jan 9, ‘12 Kuwait Airways JakartaSubstituted Secretary (for the Sr. Secretary who’s on leave)Administration Duties (Filing, prepare cover letters)To Deal with incoming and outgoinog letters and telephoneE-correspondenciesReport direct to Country ManagerSep 2006 – June 2010 PT. Santima Int’l Trade Ciputat, JakartaAs Jr. Secretary / General AdministrationAdministration Duties (Filing, Input and Updating Data, Prepare Purchase Orders, Sales Contracts, Invoices, Follow up orders & Payment)Handling Petty CashE-Correspondences with overseas suppliers and customersJune 2009 Acemark JakartaFreelance Translator for Patent DescriptionJune 2006 – Sept 2006 Yoshiko Apartment JakartaReceptionistHandling incoming and outgoing phone calls Receiving incoming mails and newspaper May 2005 – May 2006 QB World Books Plaza Semanggi, JakartaAs CashierHandling Store TransactionHandling reservation and order booksMaking Daily Financial Report and Petty CashMaking Sales Order Report Updating MembershipCustomer ServiceNov 2002 – May 2005 QB World Café Kemang, JakartaAs WaitressTo deal with customers neededMake Beverages |
| Extracurricular | April 2002 Univ. of Darma Persada JakartaOne Day Seminar “Etika Bekerja di Perusahaan Jepang”ParticipantMar 2002 LM PATRA Ciputat, JakartaComputer CourseMs. Office (Ms. Word, Ms. Excell, PowerPoint)Feb 2002 The Japan Foundation JakartaJapanese Language Proficiency Test, 3rd LevelFeb 2001 The Japan Foundation JakartaJapanese Language Proficiency Test, 4th LevelAug 1998 LB LIA Ciputat, JakartaGeneral English CourseIntermediate Level Apr 1997 LB LIA Ciputat, JakartaGeneral English CourseBasic LevelJune 1995 SMPI Al – Ikhlas Cipete, Jakarta SelatanDbase III+, Chiwriter, SidekickAug 1994 SMPI Al – Ikhlas Cipete, Jakarta SelatanLotus, Sideways, Newsmaster, PrintgraphFeb 1994 SMPI Al – Ikhlas Cipete, Jakarta SelatanWordstar 5.5, ITC DOS, INSET, Bannermania |
| Organization | 2000 – Present Jakarta Taiko Club JakartaActive Member (Taiko Player)March 2013 Himpunan Penerjemah Indonesia JakartaFULL MembershipMembership number HPI-01-13-0825 |