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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, Jakarta Japanese Literature, Scholarship by Pertamina, 1999 - 2003  1995 – 1998 SMU Muhammadiyah 3 Jakarta Selatan Social Science |
| Experiences | Jan 24th, ’12 – present Hilly Dental Salon Jakarta Selatan Junior Secretary to Doctor cum. Clinic Administration Administration Duties (e-correspondences, filing) Handling incoming and/or outgoing Calls Provide Doctor’s Personal Needs  Dec 12, ‘11 – Jan 9, ‘12 Kuwait Airways Jakarta Substituted Secretary (for the Sr. Secretary who’s on leave) Administration Duties (Filing, prepare cover letters) To Deal with incoming and outgoinog letters and telephone E-correspondencies Report direct to Country Manager  Sep 2006 – June 2010 PT. Santima Int’l Trade Ciputat, Jakarta As Jr. Secretary / General Administration Administration Duties (Filing, Input and Updating Data, Prepare Purchase Orders, Sales Contracts, Invoices, Follow up orders & Payment) Handling Petty Cash E-Correspondences with overseas suppliers and customers  June 2009 Acemark Jakarta Freelance Translator for Patent Description  June 2006 – Sept 2006 Yoshiko Apartment Jakarta Receptionist Handling incoming and outgoing phone calls  Receiving incoming mails and newspaper  May 2005 – May 2006 QB World Books Plaza Semanggi, Jakarta As Cashier Handling Store Transaction Handling reservation and order books Making Daily Financial Report and Petty Cash Making Sales Order Report  Updating Membership Customer Service  Nov 2002 – May 2005 QB World Café Kemang, Jakarta As Waitress To deal with customers needed Make Beverages |
| Extracurricular | April 2002 Univ. of Darma Persada Jakarta One Day Seminar “Etika Bekerja di Perusahaan Jepang” Participant  Mar 2002 LM PATRA Ciputat, Jakarta Computer Course Ms. Office (Ms. Word, Ms. Excell, PowerPoint)  Feb 2002 The Japan Foundation Jakarta Japanese Language Proficiency Test, 3rd Level  Feb 2001 The Japan Foundation Jakarta Japanese Language Proficiency Test, 4th Level  Aug 1998 LB LIA Ciputat, Jakarta General English Course Intermediate Level  Apr 1997 LB LIA Ciputat, Jakarta General English Course Basic Level  June 1995 SMPI Al – Ikhlas Cipete, Jakarta Selatan Dbase III+, Chiwriter, Sidekick  Aug 1994 SMPI Al – Ikhlas Cipete, Jakarta Selatan Lotus, Sideways, Newsmaster, Printgraph  Feb 1994 SMPI Al – Ikhlas Cipete, Jakarta Selatan Wordstar 5.5, ITC DOS, INSET, Bannermania |
| Organization | 2000 – Present Jakarta Taiko Club Jakarta Active Member (Taiko Player)  March 2013 Himpunan Penerjemah Indonesia Jakarta FULL Membership Membership number HPI-01-13-0825 |