

**Susanti**

Contact Details :

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**EMPLOYMENT OBJECTIVES**

* To employ a high quality and dedicated human resources through knowledge, skill and attitude.

**WORK EXPERIENCES**

1. **PT. BPR Dana Makmur – Batam (21st May 2013 – 27th February 2015).**

Position Title : Teller (21st May 2013 – 14th October 2014)

 AO Funding (14th October 2014 – 27th February 2015)

Specialization : Financial Services

Industry : Banking

Duration : 21 months

**Job Description:**

1. **Teller**
* Receive and count working cash at beginning of shift.
* Identify customers, validate and cash checks.
* Accept cashs and checks for deposit and check accuracy of deposit’s slip.
* Record all transactions promptly, accurately and in compliance with bank procedures.
* Balance currency, cash and checks in cash drawer at end of each shift.
1. **AO Funding**
* Attend meetings, working groups, working parties, as necessary and progress any issues arising.
* Collate and maintain databases.
* Develop an understanding of the funding priorities and programmes within the strategies and plans developed by the company.
1. **PT. Pangan Berkat Bersama (15th April 2016 – now)**

Position Title : Finance

Industry : Café

**FORMAL EDUCATION :**

* 2001 – 2007 : Elementary School at Holyword Christian School ,Selatpanjang.
* 2007 – 2010 : Junior High School at Holyword Christian School, Selatpanjang.
* 2010 – 2013 : Senior High School at Holyword Christian School, Selatpanjang
* 2013 – now : Universitas Putera Batam

**CERTIFICATION :**

* TOEIC (Listening and Reading) : Score 875/999
* HSK (Chinese Proficiency Test) : Score 267/300