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Date of Birth		Telephone	081540086759
Cencer Female		Nationality	Indonesian
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Checking price and availability stock with suppliers (local and overseas suppliers such as Malaysia and Korea companies), preparing PO to suppliers, surpaining PO to suppliers, preparing documents and paying all taxes for imported s'parts, Asking warehouse staff to check s'parts received from supplier (local or overseas), preparing documents to pay for Agent fee and checking emails from supliiers. Selling: Preparing quotations to customers, Checking draft quotations prepared by braches' admin staff, following up the quotations to customers, receiving PO and inputting PO to program, asking warehouse staff to deliver s'parts to customers, following up the delivery notes signing by customers, preparing and selling reports, checking emails from customers, updating selling price list. Invoicing: Invoicing all PO from customers and to Principals Stocking Spare Parts: Checking spare parts regularly, ordering spare parts to supplier for replenishment stock, transferring stock and delivering stock to branches for fulfill customers' PO or replenishment minimum stock, receiving and checking stock (spare parts in PT. SAS Warehouse or consignment parts) report from branches, preparing cannibalization form and other related doc. O1/04/2005 - 21/06/2010 Duties and Responsibilities: Teaching English for any kinds of levels			
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01/04/2005 - 21/06/2010			
English Teacher LBPP LIA Jambi Teaching English for any kinds of levels		01/04/2005 - 21/06/2010	
LBPP LIA Jambi			
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, , , , , , , , , , , , , , , , , , ,		Instructor (August-October'09)	
LIA-JOB Pertamina HESS Teaching English for the JOB Pertamina HESS for 3 months		LIA-JOB Pertamina HESS	Teaching English for the JOB Pertamina HESS for 3 months

WORK	01/10/2005 - 31/11/2007	Duties and Responsibilities :	
EXPERIENCE	HR Staff (GA Staff)	Calculating Jamsostek and Income Tax (Pph 21), Arranging crew schedule,	
	Acting Payroll Officer	Calculating Overtime, Overtstay, Public Holiday, Absentee, Astek and	
	Acting Secretary	Annual Leaves, Arranging regular training, Filling and Updating employees'	
	Acting Secretary	PT. Usayana Jambi, Manage Company fleet and Prepare/manage monthly	
		report on related transpotation activities & all costs, Booking airplane tickets	
		and hotels for crew.	
	Petty Cash Officer/Finance Staff	Doing reimbursement, Ensuring cash flow goes well, Making statement of	
	PT. Usayana (Subsidiary of	cash flow, Calculating and Checking meal records, labour cost, overheads,	
	PT. PERTAMINA)	cost and sales. I also can make financial statement such as balance	
		sheet	
	2003	Duties and Responsibilities :	
	Coordinator	Doing filling system, Coordinating onsigning and offsigning crew,	
	Tuha Petroleum Exploration and	Booking airplane ticktes and hotels and also aranging their transportation	
	Development Cooperation		
	01/02/2000 - 31/03/2001	Duties and Responsibilities :	
	Adm. Officer	Doing filling system, Typing letters	
	CV. Ossy	Soling miling System, Typing lotters	
EDUCATION	01/09/1994 - 15/12/1999	Majoring : Communication GPA : 3.37	
BACKGROUND	Diponegoro University	S1	
	01/07/1991 - 31/05/1994	SMA Xaverius I Jambi	
	SMA Xaverius I Jambi	NEM: 53.36	
PERSONAL SKILLS	Language Skills:	V TOET 0	
AND COMPETENCES	Indonesian (Active), and English (Active) with TOEFL Score 578		
	Organization Skill and Competences :		
	When I was in Senior High School, I was the Vice President of Scout Organization.		
	In 1997, I was the coordinator of announcers at Jawara Radio. I was also one of the members of PERHUMAS in 1999		
	Artistic Skills and Competences :		
	When I was in Elementary School, I participated in a Bazaar which was held by my school.		
	I made a hand-made handicraft which I sold at the Bazaar.		
	Computer:		
	I can operate computer such as MS Word and Excel. I also can make a web design I took computer technician course and internet.		
	n took computer technician course and internet.		
	Interpersonal:		
	l am friendly, outgoing person, reliable, թ	punctual, discipline and I have ability to work well as a part of team	
SCHOLARSHIPS	1995	Scholarship from PT. PERTAMINA during college	
	2002	Scholarship from LBPP LIA Jambi	
TRAINING, COURSES,	01/12/2005 - 15/03/2006	TEFL (Teaching English as a Foreign Language)	
SEMINAR,	01/12/2005 - 15/03/2006	Training which was held by LBPP LIA Jakarta	
PUBLICATIONS		Training Willett was field by EDLT EIA Sakaita	
	26/03/2006 - 31/03/2006	LIFT (Languange Improvement For Teachers)	
TRAINING, COURSES,	01/01/2000 - 07/07/2005	Training which was held by LBPP LIA Jakarta English Course at LBPP LIA Jambi, Computer Courses, Web Design Course,	
SEMINAR,	111111111111111111111111111111111111111	Computer Technician and Internet Course	
PUBLICATIONS			
	12/10/2007 15/10/2027	Total Customer Satisfaction Competency Catering Industry Board Training	
	13/10/2007 - 15/10/2007	Total Customer Satisfaction Competency Catering Industry Based Training which was held by Hospitality Management School in cooperation with PT. Usayana	
	15/12/1999	I wrote my thesis that the title was Sikap Politik Surat Kabar Harian Suara Merdeka	
		(Studi Analisis Isi Tajuk Rencana Surat Kabar Harian Suara Merdeka)	
Driving License	SIM A (Car Driving License)		