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Date of Birth : 03 December 1992

Marital Status : Single

Race : Chinese

Nationality : Indonesian

Objective

To grow along with the organization and become a professional of excellent repute by effectively contributing towards the goal of the organization.

Education

bachelor of law | completion on 2015 | tarumanagara uniiversity, indonesia

high school  | completion on 2010 | Sma negeri 1 kundur, tanjungbatu, indonesia

Language

Mandarin, English, Bahasa, Malay, Teochew

Skills

Ms. Word, Ms. Excel, Ms. Powerpoint, and Myob

Self –Assessment

Ability to work independently, self motivated, hardworking, ability to work well with others, willing to learn and progress.

Experience

Admin | CV | May’2014 to august’2014

Admin Job Scope :

* Greeting clients
* Filing
* Preparing monthly sales report
* Issue invoice

Human resource dept. |  sejahtera | April’2015 to october’2015

HR Job Scope :

* Recruitment
* Controlling Employees
* Calculate the Salary
* Monthly Payrolls
* Checking Fingerprints

**First Name of Application CV No :** **1655976**

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