

DAFTAR RIWAYAT HIDUP

PROFILE

I am a high school graduate with office adm. majors. And now i work as a receptionist officer in a large company. besides working as a receptionist, i fill my holiday time on Saturdays to study from morning to evening. And on Sundays I usually go out with my friends or my family.

EDUCATION

2019 - Present	Pembangunan Jaya University System Information majoring
2010 - 2013	Vocational High School An-Nurmaniyah Adm. Perkantoran
2007 - 2010	Junior High School An-Nurmaniyah
2001 - 2007	Primary School N Paninggilan 02

SKILLS

- Dynamic, High Responsible and have a high motivation
- Have good leadership skills and team work
- Can work either independently or as part of team
- Have good communication and interpersonal skill

EXPERTISE

I can operate computers like Microsoft Office and the internet.
Talk by telephone.
Master office correspondence.
Able to write Steno

- English (Passive)
- Computer (Active)



**AJENG
GITA
RAHAYU**

CONTACT

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SOCIAL MEDIA

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