

DAFTAR RIWAYAT HIDUP



JESSICA FABIOLA

CONTACT DETAILS

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EDUCATION

SMA NEGERI 40 JAKARTA

2017

Social Science

UNIVERSITAS

PEMBANGUNAN JAYA

2018 - Expected Will Graduated at 2022

Information System (Employee Class)

SKILLS

- Knowledgeable in administration, communication, interpersonal and administrative support
- Microsoft office expert
- Excellent communication skills
- Basic programming (java, html, css, php)

ABOUT ME

I worked as an administrator for approximately two years, proficient in various software applications, filing systems and office equipment. commitment to handle tasks well and professionally.

WORK EXPERIENCE

ADMIN PD AGUNG PERMAI

Jan 2018 - Ags 2019

- Becoming a cashier and admin recording inventory of goods
- Responsible with company petty cash
- Manually record transactions with the general ledger - processing every PO or invoice comes in

WAREHOUSE ADMIN

PT MEGAH SAKTI MANDIRI Des 2019 - Mei 2020

- Inventory of goods, make reports every week
- Handle petty cash and make cash flow reports
- Create item serial number form
- Determine the expedition and ensure daily delivery
- Responsible for warehouse stock

WAREHOUSE ADMIN

PT RINDANG SAKTI PERSADA Feb 2021 - Sep 2021

- Do daily stock taking
- Check stock card mutations and match them with physical goods
- Record the transaction of borrowing goods (promotion / shooting) and ensure that the system has been inputted
- Ensure that borrowed items are returned on time
- Archiving documents (travel, transfers and returns)
- Ensure that incoming and outgoing goods are in accordance with the physical and mutations in the system (there is already a travel document)