



## STAFF ADMINISTRASI KANTOR

*(nama lengkap & titel)*

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### DATA DIRI & KONTAK

- Tempat, Tanggal Lahir :  
.....*(isi disini)*.....
- Jenis Kelamin :  
.....*(isi disini)*.....
- Status :  
.....*(isi disini)*.....
- Kewarganegaraan :  
.....*(isi disini)*.....
- Alamat :  
.....*(isi disini)*.....  
.....
- HP/WA :  
.....*(isi disini)*.....
- Email :  
.....*(isi disini)*.....

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### SKILL & KETERAMPILAN

- Microsoft Office Word
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- Microsoft Office PPT
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- Manajemen Waktu
- Manajemen Dokumen
- Organisasi
- Bekerja Tim/Individu
- Komunikasi
- Detail

### TENTANG SAYA

Saya seorang fresh graduate lulusan S1 Administrasi Perkantoran dari Universitas Bima Sakti. Saya merupakan pribadi yang suka dengan administrasi dan tertarik dengan manajemen administrasi dan komunikasi. Berbekal latar belakang pendidikan dan kemampuan yang saya miliki, Saya siap menyumbangkan waktu dan kompetensi yang saya miliki.

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### RIWAYAT PENDIDIKAN

#### **S1 Administrasi Perkantoran [2017-2020]** **UNIVERSITAS BIMA SAKTI**

Berhasil lulus tepat waktu dengan mendapatkan IPK akhir 3,45

#### **IPA [2015-2017]** **SMAN 7 TANOS**

Meraih nilai akhir rata-rata UN 8,95

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### PENGALAMAN ORGANISASI

#### **Anggota HMJ Administrasi [2018-2019]** **UNIVERSITAS BIMA SAKTI**

Memberikan ide dan saran untuk program kerja organisasi serta membantu setiap program kerja yang dilaksanakan.

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### PENGALAMAN SEMINAR

#### **Panitia Acara [JAN 2021]** **SEMINAR NASIONAL INDONESIA**

Registrasi peserta, Melakukan pengecekan seluruh data peserta yang masuk, Menginput data peserta untuk dibuatkan sertifikat peserta.

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**Naval Postgraduate School (U.S.)**



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