

Curriculum Vitae

*Astrid Melinda
Fitriana*



I am looking for a full-time Administration Staff position. I'd like to utilize my skill and strong points as a contribution to the work I have and to the company. And I would like to work with other professionals to improve myself personally as well as professionally.

Personal Information



Diploma - Production Management (GPA 3.36)



Jakarta, March 6th 1993



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Komplek Pulo Gebang Permai
Blok H 2 No. 2 RT 008 RW 013
Kel. Pulo Gebang 13950

FORMAL EDUCATION

2012-2015	Akademi Pimpinan Perusahaan – Production Management
2008-2011	East Jakarta 105 Senior High School – Science Major
2005-2008	East Jakarta 230 Junior High School
1999-2005	East Jakarta 03 Pagi Pondok Ranggon Elementary School

WORKING EXPERIENCE

2016	Freelance Operator
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INFORMAL EDUCATION

2012	Achievement Motivation Training
2012	Student Government of Production Management Training
2010-2011	English for Adults: Intermediate Levels Course

ORGANIZATION EXPERIENCE AND ACHIEVEMENT

2013-2014	Student Government of Production Management Biro Alumni Division (staff)
2012-2013	Student Government of Production Management Biro Alumni Division (apprentice)
2005-2009	Pramuka and Paskibra
2005	District Scout Jamboree Participant
2006	5 th Runner up – Bekasi 15 Junior High School Scout Competition 5 th Runner up – Jakarta MAN 2 Senior High School Scout Competition for Jabodetabek Region
2007	Runner up – LT II Competition for East Jakarta Region Runner up – Flag Ceremony Competition

Etc.

SKILLS

Software	Microsoft Excel Microsoft Power Point Microsoft Word Microsoft Visio
Language	Bahasa English

STRONG POINTS

- I'm ready to join immediately.
- I'm able to operate computer programs well.
- Understand English well.
- I'm able to work with team or individually.
- I'm able to work under pressure.
- I have desire to learn for self-improvement professionally.

HOBBY AND INTEREST

Swimming, badminton, volley ball, singing, cooking, listening to music, browsing.