

Wasiatun Umami
Jl. Benda barat 11 komplek griya pamulang 2 blok E3/6 Rt 04/20 Pondok benda
15416 Pamulang, Tangerang Selatan, Indonesia

Dear Sir or Madam,

My name is Wasiatun Umami and I am 27 years old now. As you note from my resume and other document that I have enclosed, I have initiative, self-motivated, organized and dedicated also good-sense and willingness to learn new skill and accept the responsibilities to perform effectively in independent or team environments. I believe that this will be an asset for you. I am confident that I will be of great benefit and have the ability to learn and adapt quickly. My main strength is communicating skills, positive personal approach towards others, very good motivator, and solves problem with a systematical process.

I feel sure an organization such as yours offer more scope for advancement than I can expect to be a pleasant work place. I would be more than glad to make myself available for an interview where we can discuss how I could serve your company. If you give me the chance, I am very sure that I have the qualifications that are required for the job. I look forward to your reply.

Yours faithfully,

Wasiatun Umami



CURRICULUM VITAE

Personal Details

Proposed Position : Office Administration
Designer Name : Wasiatun Umami S.M
Place and Date of Birth : Jakarta /Maret 29' 97
Sex : Female
Religion : Moslem
Nationality : Indonesian
Address : Jl. Benda Barat 11 Perumahan Griya
Pamulang 2 Blok E3 No. 6 Rt. 04/20 Pondok
Benda 15416 Pamulang Tangerang Selatan
Mobile Phone : 0821-105837731
Email : wasiatunumami43@gmail.com
Marital Status : Not Married
Health : Good
Training : Microsoft Office (Excel and Word)
LANGUAGE & DEGREE : Speak Read Write
OF PREOFICIENCY
Indonesia : Fluent Fluent Fluent
English : Fair Fair Fair

Formal Education Background

School	Place	Year
Bachelor Degree Pamulang University	Majoring In Financial Management IPK : 3.69	2015-2019

Job Qualifications

Able to convey information clearly and concisely both orally and in writing. Able to work well in a team, contribute in providing ideas, and collaborate with other people to achieve common goals. Thorough and detail oriented with high attention to accuracy.

Training Experience

1. January 01'2013 : Subafood

- Entrepreneurship training participants 12013
- Optimize product sales.
- Achieve the given targets.

2. PIHBIK (Business Incubation Center 6 Entrepreneurship)

- Entrepreneurial practice participants | 2019
- Analyze the target market and execute the results of the analysis that has been carried out, as well
- Evaluate product deficiencies and work results

Project Experiences

1. October 10' 2021 – January 01'2022 : PT. App Inti Media.

Position as Project Administration

- a. Execute Previously Created Targets
- b. Collaborate in all parts to be able to evaluate the Project
- c. Manage Recruitment advertisements required by the company.
- d. Achieve Specified Recruitment targets.

2. October 01' 2022 – Oktober 30' 2022 : PT Icreation International

Position as Project Administration Contemporary

- a. Monitor SPG performance through weekly reports provided
- b. Compile a list of employee names for lunch
- c. Evaluate and manage SPG reports.