WINDA PRATIWI

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Bogor, Jawa Barat 16920

I am a Fresh Graduate from SMK Tonjong majoring in **Office Manajement and Business Services** with a great passion to be able to have a career in the **Manufacturing field**. I am looking for an opportunity to be able to contribute further in the Company PT Indosafety Sentosa Industry to be able to apply the knowledge and interests that I have.

**EDUCATION**

**SMK TONJONG Bogor Jan23 - May25**

*Office Manajement and Business Services |* average value: 82.58

**WORK EXPERIENCE**

**PT Bank Rakyat Indonesia Bogor Feb24 – Aug24**

*Internship Staff – Full Time*

* Conducting periodic checks on dokuments of customers who borrow funds from PT BRI
* Perform CIF Maintence or complete customer data
* Help customer to create savings both offline and online
* Duplicating dokuments for PT BRI
* Conduct a customer deposito search
* Perform statis so that all customer data is complete
* Do financial bookkeeping

**CERTIFICATION**

* Certified Field Work Practice, Number: 422.5/1645/PKL/SMK-TJG/XII/2024

**ORGANIZATION**

**OSIS (Intra-school students organization) Bogor Feb23 – Aug23**

*Art section*

* Successfully create school events
* Able to coordinate team members
* Provide solutions for creating events at school

**SKILLS**

Hard Skill : Data Analysis, Accounting, Microsoft Office (Word, Excel, PowerPoint, Publisher)

Soft Skill : Problem-Solving, Communication, Time Management