



LINTANG

WINDYANINGRUM



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LINTANGWINDYANINGRUM@GMAIL.COM



PESANGGRAHAN, JAKARTA SELATAN



EDUCATION

UNIVERSITAS BUDI LUHUR
- AKADEMI SEKRETARI

SECRETARY



SKILL

MS. OFFICE
TYPING
ADMINISTRATION
COMMUNICATE WELL
FLEKSIBEL
UNDERSTAND ACCOUNTING
AND TAX



LANGUAGE

INDONESIA 98%
ENGLISH 40%



ABOUT ME

I AM INTERESTED TO APPLY IN YOUR COMPANY, I AM A FRESH GRADUATE IN 2020. I HAVE A HIGH SENSE OF KNOWLEDGE IN FINDING NEW THINGS, WORKING IN A TEAM OR PERSONALLY, DISCIPLINED, RESPONSIBLE, TENACIOUS AT WORK. READY TO START WORK IMMEDIATELY.



EXPERIENCE

- **KOMPAS GRAMEDIA -** FEB-MRT 20
GRID NETWORK
-HR ANALYST SUPPORT
(FINAL PROJECT INTERNSHIP)
- **UNIV. BUDI LUHUR** JUL-AGST 19
-ON THE JOB INTERNSHIP