

# NIANWEI

## EDUCATION

2016-2021 UNIVERSITAS PELITA HARAPAN, PSYCHOLOGY  
2013-2016 SMAK PENABUR GADING SERPONG

## ORGANIZATIONAL EXPERIENCE

**Crew Artist at Production Troops UPH (2017)**

- As a Crew Artist, I mainly responsible for coordinating the performance on schedule and assisting in stage equipment

## WORK EXPERIENCE

**Training Department Intern at PT. Kualitas Prima Mandiri (2019-2020)**

- As a Training Department Intern, I am mainly responsible for helping the Director of Training in doing making training reports and observe the participants during the training process

## CERTIFICATES



- **Glints Expertclass: Introduction to Basic Human Resource Management (2021)**
- **Digitalskillsarea: Excel For Intermediates (2021)**
  - Visualize Data, Mathematic operations, Basic Statistic, Function Text, Logic Function, Database Excel, Vlookup, Hlookup, Concatenate String, Pivot Table, Index and Match, Database Excel

## SKILLS

- TRAINING
- TEAMWORK
- MICROSOFT WORD
- MICROSOFT EXCEL
- MULTITASKING
- TIME MANAGEMENT
- WILLINGNESS TO LEARN
- CONTINUOUS LEARNING
- ANALYTICAL THINKING
- COMMITMENT



## PERSONAL INFORMATION

-  081297482939
-  nianwei\_97@yahoo.co.id
-  Tangerang

## PROFILE

I'm a graduate Psychology student with Bachelor's degree who is interested in Human Resources.

Experienced in assessment, fill out and translating reports. Skilled in microsoft word and excel.

## LANGUAGE

- Indonesia Advance
- English Intermediate
- Mandarin Basic