

# Curriculum Vitae



## Personal Detail

Name : Nurhayati, S sos  
Address : Komplek Sekneg Blok  
B IV No. 17 Rt/Rw.  
005/003  
Kel. Panungganan utara  
Kec. Pinang Tangerang  
15143  
Place and date of birth : Jakarta, 31<sup>th</sup> Dec 1989  
Marital status : Single  
Telepon number : +62 858 9030 6248  
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Email : [cantika1nur@gmail.com](mailto:cantika1nur@gmail.com)  
Hobby : Reading and  
short story writer  
Health : Good

## About me

My name is Nurhayati, I am the fourth child of four sibling, my educationl background is administrator, I have worked for 11 years as a corporate administrator and personnal assistent, I like to work with challenges to solve a problem related to data, I love meeting people many people and become a trainer for them, I can work under pressure, honest and don't like to use my free time to relax, I am a person who likes sports.

## Education

- Universitas : **STIA YAPPAN JAKARTA**  
Bachelor degree of  
Management office and  
Administration  
Graduation Years : 2008  
– 2012.
- Senior high school : **SMU MARKUS Tangerang**  
IPS (Scients social)  
Graduation years :  
2004 – 2007

## Seminar, Non formal education, Training, and Work experience

1. Training “ Bantuan hidup dasar dan penanganan pertama gagal nafas dan gagal jantung “ of Siloam hospitals Karawai – Tangerang years 2015
2. Personal assisten lawyers “Seminar of legalitas PERADI and discussion of law” Hotel Santika Jakarta years 2009
3. Seminar and Training “SAP (Sistem akuntansi pemerintah” PT. Sinar Metrindo Perkasa Bitung – Tangerang years 2019
4. Training “ Komputerisasi dasar dan photoshop” SMA Markus Tangerang years 2004 – 2007
5. Non formal education “ Basic level program of PEC (Partical Education Centre) english language Tangerang years 2004 – 2007.
6. Seminar zoom with Evermost (Tata cara penjualan dan mencari income melalui media social” Jakarta years 2021
7. Seminar “ Building coorporate culture” Jakarta years 2021.

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8. Training dan seminar “ safety first Pelatihan Pemadam Kebakaran” Siloam Hospitals Karawaci – Tangerang 2015.
  9. Seminar and Training “ Pembekalan awal menjadi seorang auditor semester 4 - 6” STIA YAPPAN Jakarta years 2010.
  10. Training “ Personal Ass lawyers, Pembekala awal dan tata cara menjadi seorang kurator”, LBH PEKAT JAKARTA years 2011.
- Create and print PO (Purchase Order) and send to supplier, purchasing process can run well, according to the desired schedule and specification
  - Checking the complete of import documents in accordance with the required documents
  - Follow up the arrival time of the good to the supplier
  - Evaluate supplier performance through direct visits or service history data (time of delivery, quantity, quality, cost)

## Experience

### **1. PT. Genindo Berkat Utama**

Bintaro 2020 - 2021

Administration Manager :

- Make a report engineering job (BAST)
- Make sure job engineering is perfect
- Make a financial report sales.
- Confirmation and make sure of payment vendor.
- Make sure data administrative schedule and deadlines is according to target.
- Manage documentation data engineering
- Carry out the work planning process.
- Monitor cash flow and aid composing budget.

### **2. PT. Sinar Metrindo Perkasa**

Bitung kawasan industri manis,

2019 – 2020

Administration Logistic

- Make a report into component and material warehouse
- make reports out of goods from the component warehouse to production and engineer
- make a journal report at the end of the month after SO
- Finding an difference componen among SAP and data warehouse.

### **3. PT, Siloam Hospitals Internasional**

Tbk, Frontliner (admission hospitals)

- Registration of inpatient and outpatient
- Casier cash and assurance
- Confirm ansurance patient

### **4. LBH PEKAT (Lawfirm)**

Harmoni Jakarta – Indonesia 2009 – 2015

Personal assisten lawyers and leggalitas.

- Confirmation case of court
- Make a trial report
- Confirm client for a case.
- Dutie to support superior such as, completing several corporate governance reports in legal matters (ensure the business/business being run complies with laws and regulations)
- Prepare for travel or busines need such as transportation and accomodation
- Manage daily schedule such as, arrange meetings and important meeting.

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## 5. PT. Karabha Digdaya

(Emeralda Golf Club)

Cimanggis – Jakarta Timur 2007 - 2009

Caddy .

- This caddy is more involved in official tournaments, both amateur and professional golfers participate. Its main task is to provide information to the golfer about the landing position of the ball he has hit.
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1. Basket ball champion Senior High School  
Runner up champions club  
Years 2006
2. Basket ball champion Senior High School champion of walikota.  
Runner up champion club  
Year 2005

### Skill

1. English :
  - Speak = 70%
  - Earing =70%
  - Write = 85%
2. Microsoft office :
  - Ms Word = 90%
  - Ms Excel = 85%
  - Ms Power point = 90%
  - Photo shop = 60%
  - Autocad = 60%

### Vision

My vision at work is "to be a strong, professional, responsible, and social caring employee in the company".

### Mission

1. I always giving personal character to be more professional, committed, responsible and loyal to the company.
2. Promote the company more advanced according to my capacity in the field of work that I carry out.

### ORGANISATION

1. Ikatan Mahasiswa Islam  
STIA YAPPAN JAKARTA  
Years 2008 – 2010
2. Dewan Tani Tangsel  
Position : Treasure  
Years 2010 – 2019
3. Partai Perindo  
DPC Tangerang selatan  
Years 2015 – 2019
4. Komite Olahraga Nasional Indonesia  
Tangerang selatan  
Years 2008 – 2010.

That's how I actually made this curriculum vitae. Thank you for reading my curriculum vitae.

Tangerang, 7<sup>th</sup> January 2022  
Nurhayati

### Achievement