

## MEI FRISKA SINAGA



### KONTAK

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📍 Jl. Raya Salembaran no. 100 Kec. Teluknaga, Tangerang

### INFORMASI PRIBADI

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Tanggal lahir : 21 April 1994  
Status pernikahan : Single

### KETERAMPILAN

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Microsoft office Microsoft Excel  
Microsoft powerpoint  
Interpersonal Team player Good negotiate Time manage  
Problem solving

### MINAT

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Reading  
Watching  
Badminton  
Volley ball  
Traveling

### BAHASA

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English  
Indonesia

### OBJEKTIF

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Looking for a new challenging position in an organization with my 3 years experiences as administration can be best. Have commitment, responsibility, and ability to adapt in any situation and condition.

### PENGALAMAN

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*February - Present*

#### **PT. QUN TAI MOLD INDONESIA**

General Administration

Jobdsek:

- Handle Payroll processing
- Handle import documents
- Manage schedule of delivery
- Prepare Do
- Follow up and updating Po and customers data
- Follow up and updating employees data (inc. foreign employees)
- Manage Bpjs Kt & KIS
- Stock opname

### PENDIDIKAN

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*2018*

#### **Pakuan University**

Bachelor degree, English Literature

*2013*

**State Senior High School 01 Pangaribuan, Medan**