




CITRA MEGA MARCELLIA

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 JAKARTA, INDONESIA

EDUCATION

ECONOMICS SCIENCE ACADEMY

MANAJEMENT BISNIS

VOCATIONAL HIGH SCHOOL
17 JAKARTA

ADM. PERKANTORAN

SKILLS

- MICROSOFT OFFICE
- USE THE COMPUTER WELL
- E-MAIL
- CORRESPONDENCE
- RECORD MANAGEMENT
- ADMINISTRASI

EXPERIENCE

- **PT. ARGA BANGUN BANGSA** 2021-NOW
(ESQ GROUP)
 - ADMIN PROJECT
 - ADMIN SALES
- **PT. SUMBER BINA MAKMUR** 2020-2021
 - ADMIN LOGISICS
 - MERCHANDISER
- **PT.DISTRIBUTOR MOTOR INDONESIA** 2016-2020
(ROYAL ENFIELD)
 - ADMIN FINANCE
 - MERCHANDISE CONSULTANT
 - SALES MERCHANDISE

PERSONALITY

- COMMUNICATION ● ● ● ● ● ● ● ● ● ●
- HONEST & DISCIPLINE ● ● ● ● ● ● ● ● ● ●
- TEAMWORK ● ● ● ● ● ● ● ● ● ●
- TO BE RESPONSIBLE ● ● ● ● ● ● ● ● ● ●
- LIKE CHALLENGES ● ● ● ● ● ● ● ● ● ●
- CREATIVE & INNOVATIVE ● ● ● ● ● ● ● ● ● ●