

CURRICULUM VITAE OF AMYRA SYARIFAH



PERSONAL INFORMATION



22nd April 1995



Cililitan kecil 1, 13640
East Jakarta



+6281288667840



amyrasyarifah17@gmail.com

EVENT COMMITTEE

2017

- As a talent of Indonesian Business Development Expo for ASABRI.
- As a talent of Pension Day at Grand Hyatt for ASABRI.

2019

- As a Volunteer of Corporate Social Responsibility for "Program Padat Karya Tunai dan Sosial Millennials".
- As a Liaison Officer for the Ministry of Environment and Forestry in coordination meeting of BUMN CEO's.
- As a Liaison Officer for the Head Commissioner of Otoritas Jasa Keuangan in coordination meeting of BUMN CEO's.

2020

- As a Social Media Administrator of Kampung Milenial BUMN.

SKILLS & COMPETENCIES

Software



EDUCATIONAL BACKGROUNDS

Formal

2013 – 2016

Diploma Degree.
Office Administration and Secretary.
GPA 3.52 with Cum Laude Predicate.
Vokasi University of Indonesia.

2019 – Present

Management Major.
Perbanas Institute.

Informal

2017

- Sistem Informasi Kearsipan Dinamis by ANRI.
- Office 365 by PT. Mitra Intergrasi Informatika.

2018

- Infographics Design with Powerpoint by Tempo.
- Personality Development for Secretary by Sekretaris Pro.

2019

- Report Writing by Value Consultant.

ORGANIZATION

2019 – 2020

- FHCI Millennials BUMN for Asabri.

WORK EXPERIENCES

Jan – Apr 2016

Internship Program at
PT Daily Dinamika Kreasi
(Female Daily Network)

As a Staff of Event

Department.

- Finding Sponsorship for the Event.
- Communicating with Vendors.
- Decorating and Planning.
- Finding and Inviting Participants.
- Making Event Report.

Dec 2016 – Present

PT ASABRI (Persero)

As a Secretary at the
Accounting Department.

- Properly corresponding, preparing and making all Letters.
- Arranging Business Travels.
- Filing Documents.
- Arranging Schedules, Appointments and Updating Event Calendars.
- Preparing for Business Meetings.
- Making Minutes of Meetings.

PERSONAL SKILLS

