

CURRICULUM VITAE

PERSONAL DETAILS

Full Name : Evi Dwi Novianti, S.Pd
Nick Name : Evi
Birthplace/Birthday : Cilacap/November 23th, 1990
Religion : Moslem
Status : Single
Address : Kmp Benda Barat No 48 Rt 04/05
Kelurahan Cipayung, Cipayung,
Kota Depok, West Java
Mobile phone : +62822 2147 3131 / +62852 1821 7593
e-mail address : evi_dwinovianti@yahoo.co.id



EDUCATIONAL BACKGROUND

1998 – 2004 Elementary School, SD N 1 Cinyawang, Patimuan, Cilacap, Central Java
2004 – 2006 Junior High School, SMP N 1 Patimuan, Patimuan, Central Java
2006 – 2008 Senior High School, SMA N 3 Cilacap, Central Java
2009 – 2013 Faculty of Economic, Yogyakarta State University, majoring in
Economic Education, Yogyakarta
GPA = 3,22 of 4,00
Predicate = Very Satisfactory

PARTTIME WORK EXPERIENCES

2011- 2013 Unpossed & Anyway Distro as Shopkeeper
2012 Queen – Net as Operator
2013 Call Center SBMPTN 2013 as Costumer Service

WORK EXPERIENCES

1. Feb 2014 – Sept 2014 : PT Bank BRI Tbk unit Kawunganten
Position : Customer Service
Job Description

- Open new account such as deposito, giro, and effectively cross sells banks products and services
 - Promote bank products and service
 - Update personal details for personal and business customers such as address and name details
 - Issue ATM Cards and changing customer passwords
 - Monitors changes in Bank Policies, procedures, product, rates etc. Attend ongoing training and meetings as required
 - Making debt acknowledgement letter for debt customer
 - Make monthly reports include cash ATM, ledger for debt customer
2. Sept 2014 – Feb 2015 : PT Bank BRI Tbk unit Kawunganten Timur

Position : Teller

Job Description

- Accept retail and commercial deposits, loan payments, process checking and savings account withdrawals
 - Maintain an adequate cash drawer at all times, include buying, and selling currency from the vault necessary
 - Balance cash drawer in accordance with Bank procedures and regulations including periodic batching of cashed checks
 - Assist in ordering, receiving, verifying, and distributing cash
 - Providing additional products including Cashier's Checks, Personal Money Orders
3. Apr 2015 – Present : PT Dongan Kreasi Indonesia

Position : Export Import Staff

Job Description

- Ensure that all documentation meets export regulations
- Arrange details of shipments with forwarders, carriers as necessary for exports
- Process shipments on Fedex and UPS system
- Produce labels and other documents for domestic shipments
- Transacting of daily shipments
- Adhere to all ISO Procedures and Work Instructions

SKILLS

Microsoft Office, accounting (Financial Statements, Bookkeeping), an ability to teach well

NON FORMAL EDUCATION

2014 Basic Technical Training for new employee in PT Bank BRI Tbk

TEAM WORK EXPERIENCES

1. Member of Keluarga Mahasiswa Pendidikan Ekonomi FE UNY (Student Organization on Economic Education Departement UNY 2009 – 2010
2. Committee at ‘UNY Blog Competition 2010’ as staff of event published and utility
3. Commitee at ‘OSPEK 2011’ as staff of event

OTHERS

1. Final Assignment : “ The Effect Of Work Environment And Academic Supervision By School Principals On Job Satisfaction Of Public High School Economics Teachers In Sleman Regency” (2013)