**CURRICULUM VITAE**

**Personal Information**

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| Full Name | Gisa Alvira Putri |
| Gender | Female |
| Place, Date of Birth | Jakarta, August 30th 1994 |
| Nationality | Indonesia |
| Address | Jalan Tebet Timur IV F No. 1 Jakarta Selatan 12820 |
| Mobile / Phone | +6281284400639 / +622183785235 |
| Email | gisaalvira@gmail.com |



**Skills**

|  |  |
| --- | --- |
| Language | EnglishJapanese |
| Software | Microsoft WordMicrosoft ExcelMicrosoft Power PointiMovie (Video Editing) |

**Formal Education**

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| --- | --- |
| 2012 – 2017  | UNIVERSITY OF INDONESIAFaculty of HumanitiesJapanese Studies |
| 2009 – 2012  | SMAN 68 JAKARTASocial Studies Discipline |
| 2006 – 2009 | SMPN 73 JAKARTA |
| 2000 – 2005 | SDI AL-AZHAR 9 KEMANG PRATAMA, BEKASI |
| 2005 – 2006 | SDI AL-AZHAR 14 SEMARANG |

**Informal Education**

|  |  |
| --- | --- |
| 2007 – 2012 | EF (ENGLISH FIRST)Program: Trailblazers – General English |
| 2012 – 2014 | MANTIKAProgram: Japanese Language |
| 2016 – 2017 | LBI UIProgram: Basic TOEFL – Intermediate TOEFL I |
| 2017 | OXFORD INTERNATIONAL LANGUAGE ACADEMYProgram: Intermediate TOEFL I |
| 2017 | ALFALFA ENGLISH CLUBProgram: Alfalfa Fun English Classes |

**Organizational Experience**

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| --- | --- |
| 2015 – 2016 | HIMAJA (HIMPUNAN MAHASISWA JAPANOLOGI)Staff of Fund Raising |
| 2014 – 2015  | HIMAJA (HIMPUNAN MAHASISWA JAPANOLOGI)Staff of Fund Raising |
| 2012 – 2014 | HIMAJA (HIMPUNAN MAHASISWA JAPANOLOGI)Staff of Information, Communication, and Media |

**Events Committee**

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| --- | --- |
| 2015 | GELAR JEPANG UNIVERSITAS INDONESIA 21Staff of Public Relation, Publication and Documentation |
| 2015 | JAPAN’S DAYEvent Coordinator |
| 2015 | UI ART WARDocumentation Coordinator |
| 2012 | GELAR JEPANG UNIVERSITAS INDONESIA 19Consumption Committee |

**Working and Internship Experience**

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| --- | --- |
| 2019 - Present | PT. ASKRINDOGeneral Insurance Underwriting |
| 2018 - 2019 | PT. KALIBESAR RAYA UTAMA (KBRU INSURANCE BROKER)Underwriting Department |
| 2017 | PT. REASURANSI NASIONAL INDONESIAFinance & Accounting Department |
| 2016 | SDIT INSAN MANDIRI, JAKARTATeaching Staff of Japanese Language |
| 2013 | English Private Tutor |

**Training and Seminar Experience**

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| --- | --- |
| 2020 - 2021 | AHLI ASURANSI LEARNING CENTER |
| 2019 | TRAINING MAGNET KEAJAIBAN |
| 2019 | HAPPY QUANTUMPublic Speaking Training |
| 2017 | ESQPublic Speaking Training |

I, the undersigned, certify that, to the best of my knowledge and belief, this Curriculum Vitae is correctly describes myself, qualification, and experiences.

Yours Faithfully,

Jakarta, June 2019

Gisa Alvira Putri