



ZAHRAH ZHRIFAH

MY BACKGROUND

Born in Bekasi, 4th April 2001. I am a person who is happy and easy to socialize, meet, and even work with people I just met. I am also known as a good listener so that I am able to grasp the essence of the problem and provide the right solution. I have 6 years of experience in Office Administration, so I am able to specialize in correspondence and other Microsoft office uses with certificates

RESEARCH SKILLS

- Extensive knowledge in Correspondences (with certificate)
- Operate Software With Latest Technology (Microsoft Office Programs) (with certificate)
- Computer Operator (with certificate)
- Writing Skills
- Good Communication in Public Speaking
- Good Times Management
- Good in Works Team

MY CONTACT DETAILS

Perumahan Bumi Mutiara, Blok JG 20 No. 27,
Kec. Gn. Putri, Kel. Ds. Bojong Kulur, 16969,
Kab. Bogor, Jawa Barat, Indonesia.
zahrahzhrifah15@gmail.com
instagram : @zahrahzhrfh
Mobile No.: +6281280272051 ,
+6289527524829 , & +628177545071

MY EXPERIENCE

(PKL) Staff Administration

PT. Shabila Travel | Maret 2018-Mei 2018

Mahasiswa Magang Tenaga Administrasi PTSL

Kementerian ATR/BPN Kota Administrasi Jakarta Timur | Agustus - November 2021

Social Media Specialist Freelance

PT Xaham Fintek Ekuitas, ESQ 165 | Oktober - Saat ini

Bendahara OSIS

SMK Sandikta Bekasi | Juni 2017-Januari 2019

Seminar

"Emotional Intelegence & Millenials vs Dunia Kerja" Pembicara Bapak Erik Setiawan, S.SOS., CHRP | Sabtu, 15 Agustus 2020

"Suarakan Idemu dengan Cara Kreatif" Pembicara Mila Kresna | Sabtu, 16 Januari 2021

"Mengasah Skill Public Speaking dengan Menumbuhkan Kepercayaan Diri dalam Berkomunikasi" Universitas UHAMKA LIMAU | Minggu, 17 Januari 2021

"Webinar Langkah Emas Pegadaian" Kanwil Jakarta 1 | Minggu, 15 Febuari 2021

"Webinar Training Soft Skill "Leadership" Pembicara Bpk. A Suarna Dijaya | Sabtu, 24 Mei 2021

"Webinar Pendidikan Kewarganegaraan "Usut Tuntas Kasis Pelecahan & Perundungan Pada Karyawan KPI" Pembicara Zahrah Zahrifah, Syahbira, Amir, Anisa Bening, Sri Ayu | Minggu, 12 September 2021

MY EDUCATION

Politeknik LP3I Jakarta

Graduated | Agustus 2019 - Desember 2022

Completed Diploma of Administration Business-Office in Politeknik LP3I Jakarta Campus Pondok Gede (On Going)

SMK SANDIKTA Bekasi

Graduated | Mei 2017 - Mei 2019

Completed Vocational High School of Office Administration

MY ACHIEVEMENTS

- Best Student of Class Administration Office In SMK Sandikta Bekasi
- Best Student of Competence Exam Class of Class Administration Office in SMK Sandikta Bekasi