



MIA RASUL

PROFILE

I'm a mature, confident, positive, and hardworking individual who always strives to achieve the highest standard possible, at any given task.

PERSONAL DATA

Birth : October 28th, 2002
Gender : Female
Nationality : Indonesia

CONTACT INFORMATION

Cell : 0818-1234-5678
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Address : Wijaya Raya No. 42, West Jakarta
Instagram : @lvlymiyaa

ACHIEVEMENT

- The Office Explorer
1st Winner of The Office Explorer Competition
- Business Plan Competition (Virtual Company Indonesia)
The Winner of :
 - Best Innovation
 - Best Marketing Strategy (Basic)
 - Best Business Plan (Basic)
 - Best Catalogue (Silver)
- LSP Test
Joined LSP Test of Office Administration 2019

EDUCATION

- **University of Indonesia**
Major : Office Administration (Secretary)
2020 - 2024
- **43 Vocational High School Jakarta**
Major : Office Administration
2017 - 2020
- **Putra Satria Junior High School**
2014 - 2017
- **09 Elementary School**
2008 - 2014

EXPERIENCE

HOTEL HARRIS FX SUDIRMAN
(February - April 2019)
On the job training as a Human Resources Administrator

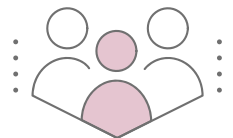
SKILLS



Manage Documents



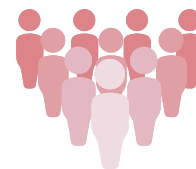
Manage Time



Communication



Petty Cash



Teamwork



Microsoft Office