



Leonardo

Administration Staff

My introduction is Leonardo's name, I graduated from High School Majoring in Social Sciences- Economics. I've worked before as an Administration Staff. I am a person with disability (Deaf) can speak with my voice and use Hearing Aids. I have Skills that are Microsoft Excel and Word (Croccessing Excel Data)

Contact

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Email

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Address

XXIII No. 16 Suvana Dhana Rd, Cluster
Dhana, Suvana Sutera, Tangerang-
Banten, Indonesia

Education

2016 - 2019

Social Sciences - Economics

Senior High School Catholic Lia Stephanie

Expertise

- Excel Data
- Ms. Word
- Ms. Excel
- Canva
- PhotoGrafer
- Cooking

Language

English

Indonesia

Experience

○ 2019 - 2020

PT. Triniaga Makmur Jaya I Rajeg, Tangerang-Banten, Indonesia

Administration Staff

- Operate Microsoft Office
- Operate Worker Absentment Data per Week by Excel
- Creating Road Letters and Request Forms
- Helping with Teams/Groups
- Processing Excel Data

○ 2022 - 2022

Cv. Dian Jaya I Cikupa Mas Industrial Area, Tangerang, Indonesia

Warehouse Staff

- Recording the Stock of Goods in and Out of Goods