**CURRICULUM VITAE**

Name : Doddy Darmasto Nurputro

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 Indonesia 17415

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**RESUME SUMMARY**

Latest Position :Translator (common)

Years of Work Experience : more than 10 years

Latest Job Function : Translator and clerk

Latest Industry Sector : Mining

Latest Career Level : Middle

Highest Education Attained : S1 (dropped out)

Latest Salary : Rp.3.900.000 ,-

**Personal Particulars**

Gender : Male

Age : 40

Date of birth : 14-Oct-71

Nationality : Indonesian

Marital Status : Married

Number of children : 5

Race : Javanese

Religion : Moslem

**EXECUTIVE SUMMARY**

I have been working in various fields of work; such as insurance company, international research company, multi level marketing company, event organizer, and at present I am working as a administrative clerk and English translator.
The experience I have previously, has given me the ability to handle people and resolve various problems within my previous jobs.
I would be more than willing to learn anything within my new job in a relatively short time.
I am very honest, responsible, diligent, hard worker. I am also friendly, easily adapting to knew environment and very helpful to other people which is useful in a team work job.

**EDUCATION**

**2001 - 2005**
STEKPI, S1, major: Accounting (dropped out) Grade / GPA: 2.92

**WORK EXPERIENCE**

1. PT Longfair Iron Mining, Sampit, Kal-Teng,

Period : May / 2010 – February 2011

Job title : As English translator and clerk.

Job descriptions : Translating documents, notes, incoming-outgoing letters,

 news related to the company.

 Assisting superior during meetings, daily acitivities.

Latest salary :Rp. 3.900.000

1. ISHAKU IKI Restaurant, Jakarta,

Period : February / 2008 – February / 2010

Job title : As Owner
Job descriptions : Managing daily activities, from preparation to serving,

 marketing, book keeping, ordering stuffs etc .
Gross income : Rp. 1.500.000 – Rp. 2.500.000,-

1. Part Time English Tutor and Translator, Jakarta

Period : Jul / 1990 – February / 2010

Job title : As part time and freelance Tutor and Translator.

Job description : Teaching English in private at homes or offices and

 translating documents; text books, loose copies.

Gross income : Rp. 500.000 – Rp. 1.000.000,-

1. LB LIA, Jakarta

Period : Jan / 1999 - Sep / 2003
Job title : As English Teacher
Job description : Teacher of basic and intermediate English

Latest salary : Rp. 450.000

1. Wemar International Research

Period : Jan / 1993 - Dec / 1993

Job title : As Data collector
Job description : Part time data collector and surveyor.

Latest salary : Rp. 500.000

1. OSCO Event Organizer

Period : Jan / 1990 - Dec / 1992
Job title : Helper and driver
Job description : Constructing stage and driving staff and guest performers

 back and forth

Latest salary : Rp. 150.000

**SKILL**

Computer : Word processor ; MSWord, Excel, Power Point.

Accounting : Beginner to Intermediate.

Language : Able to speak English and translate it into Indonesian or vice versa.
Other : Able to type fast.

These herewith information is to be used as accordingly.

Bekasi, April 26, 2012

Doddy Darmasto Nurputro