

# Novia Saraswati



## PERSONAL DATA SHEET

Name : Novia Saraswati  
Sex : Female  
Place & Date of Birth : Jakarta, November 7 1997  
Nationality : Indonesian  
Height : 168cm  
Weight : 46kg  
Phone : +62812-9650-0270  
Email : noviasaras68@gmail.com  
Address : Jl. Cipete II no.9 RT007/RW03,  
Jakarta Selatan 12410

## SKILLS

Microsoft Office Suite  
English  
Team Work  
Creativity & Problem Solving

## FORMAL EDUCATION

2015- 2019 Financial Management, Indonesia Banking School  
2012-2015 Vocational High School of Tourism Patria Wisata  
2009-2012 State 68 Junior High School, Jakarta  
2003-2009 State 01 pagi Cipete Selatan Elementary School

## JOB EXPERIENCE

January 2020 - present Independent Volunteer  
Position : Educate impoverished children in Lombok  
April - September 2019 Volunteer at FOKUS UMKM Jakarta  
Position : Mentoring MSMEs to have standard financial statement  
February - June 2018 Internship at Indonesia Stock Exchange  
Position : Listing Service and Issuer Monitoring  
January 2018 Training at Bank of Indonesia Bandung  
November 2017 Tokopedia Crew at Festival 90s  
Agustus-Oktober 2017 Part Time at Berrywell as Barista  
Juni 2015-2016 Part Time at Dasa Catering PT. Cipta Artha Sepuluh  
Juni 2015-2016 Part Time at Garuda Food Indonesia as Sales Promotion Girl  
January-Juni 2014 Training Job at Hotel Borobudur Jakarta  
Position : Kitchen Trainee  
September 2012 Table Manner at Hotel Kartika Chandra

## CERTIFICATES

Risk Management Level 1  
General Banking Level 1