**Personal Information**

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| FIRST NAME/SURNAME | ZARAH NURUL AINI Y |
| ADDRESS | Jl. Pulosirih Utara dlm 7 no 259, Galaxy, Bekasi |
| PHONE NUMBER | 081317041775 – 02198281984 |
| EMAIL | ainiyuliesti@gmail.com |
| NATIONALITY | Indonesian |
| DATE OF BIRTH | 06.07.1987 |
| GENDER | Female |

**Work Experiences**

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| --- | --- |
| DATES | January 2012 – January 2014 |
| POSITION | Teller – Frontliner |
| RESPONSIBILITIES | Perform and proceed daily banking transactions; cash deposit |
|  | and withdrawal, local and international money transfer, maintaining the ATMs |
| Provide informations about latest currency, banking products and facilities |
| Making daily and monthly reports |
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| EMPLOYER | CIMB NIAGA, Tbk |
| DATES | March 2011 – September 2011 |
| POSITION | Admin support |
| RESPONSIBILITIES | Provide office support services |
| Maintain general filing system |
| Provide daily, weekly and monthly reports |
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| EMPLOYER | CV ARZALIS |

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| DATES | June 2009 – August 2009 |
| POSITION | Translator (internship) |
| RESPONSIBILITIES | Translate various documents related to home ministry affairsPrepare internal meetings |
|  | Provide weekly and monthly reports |
| EMPLOYER | Home Ministry Affairs |

**Education and Organisation Background**

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| DATES | September 2005 – September 2010 |
| QUALIFICATION | Bachelor of Literature  |
| PRINCIPAL STUDIES | English Literature |
| INSTITUTION | Universitas Negeri Jakarta |
| ORGANISATION | Liaison officer for National University English Debate Competition |
| DATES | 2002 – 2005 |
| PRINCIPAL STUDIES | IPS (Social major) |
| INSTITUTION | SMAN 91 Jakarta |

**Skills and Competences**

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| LANGUAGE | Bahasa Indonesia; English |
| SOCIAL SKILLS | Able to work well either in team or individually |
|  | Self-motivated, a decision maker |
|  | Accustomed to work fast and thorough |
|  | Eager to learn and willing to accept criticisms |
| COMPUTER SKILLS | Ms. Office, internet |