

CURRICULUM VITAE

PERSONAL DATA

Name : Neneng Agustini Susylawaty

Place/date of birth : Jakarta, August 16, 1987

Homeaddress : Jl.Pembina Raya No.266 Rt.005
Rw.004 , Bekasi

Nationality : Indonesia

MaritalStatus : Single

Religion : Muslim

Sex : Female

Height / Weight : 157 cm/62 kg

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EDUCATION BACKGROUND

Senior High School :2002- 2005 SMK MUTIARA BARU BEKASI

Junior High School :1999 - 2002 SLTPN 16 BEKASI

Elementary School :1993-1999 SDN MARGAHAYU I BEKASI

WORK EXPERIENCES

- I have been working at Cafe Ropang as Administration staff(March 5, 2019 - 2024)
Responsibility : make daily report, weekly report, monthly report, cash flow,order to supplier
- I have been working at Cafe Ropang as Cashier(March5, 2019 - 2024)
Responsibility : processing credit or debit card payments, accepting cash payments and making change, and using a point of sale (POS) system for transactions
- I have been working at Cafe Ropang as Waitress (March 5, 2019 -2024)
Responsibility : Greeting and serving customers escort to their tables, present menus, offering menu recommendations up on request, up selling additional products,taking accurate food and drinks orders, communicate order details to the

kitchen staff, clearing up or carrying dirty plates, glasses, silverware to kitchen for cleaning

- I have worked at PT.Citra Konstruksi Indonesia as Administration Staff(september 1, 2013 - november 1, 2018)

Responsibility: Make Petty Cash (Cash inCash Out Daily ,weekly or Monthly),
Make Direct Order, Make an Invoice, Make Purchase Order