



# INNE ROSITA

Administration officer, Costumer service,  
Teacher early years



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## EDUCATION

HIGH SCHOOL DIPLOMA  
Smu Negeri 1 Cimahi  
Cimahi Indonesia, Indonesia

- Completed coursework
- INCLUSIVE EDUCATION, 2024
- THE ROLE OF TEACHING IN IMPLEMENTING CURRICULUM "Merdeka", 2023

## UNIVERSITY

Bachelor degree  
UNICOM University Indonesia  
University Currently Enroll  
Universitas Terbuka Indonesia  
Bandung Indonesia

## PROFESSIONAL SUMMARY

Experienced administrator and teaching with over 7 years with experience in administrative roles possesses excellent communication skills, team work abilities and problem solving skills, proficient in Microsoft Office and adaptable to new situation. Organized and dedicated Administrative Assistant with proven track record of providing exceptional customer service in fast-paced environments offering keen attention to detail and strong decision-making skills to manage multiple, concurrent tasks, self-motivated work ethic to perform effectively in independent or team environment

## SKILLS

- ✓ Operating Computer/ Laptop
- ✓ Microsoft Office (Ms Word, Excel, Power Point, etc, etc)
- ✓ Customer services including Handling Customer in calls or emails
- ✓ Project management
- ✓ Flexible schedule
- ✓ Data entry operator
- ✓ Operational documentation
- ✓ Processes controller
- ✓ Attention to details
- ✓ Effective and active communication
- ✓ Team work and collaboration

## WORK HISTORY

September 2017- May 2025

**POS PAUD MAWAR PUTIH RW 13 PASKAL**-Teacher and Operator data entry .Cimahi, Indonesia

- Taught the Children, manage learning activity, assess the developing progress and completed administration task.

June 2012- September 2017

**SIMPLETEX MACHINERY INDONESIA**- Administration, Customer services\_Cimahi, Indonesia

- Perform critical duties to help an office run smoothly and efficiently
- Administrative responsibilities, welcoming office visitors and directing them to the right department