

2Curriculum Vitae



Biodata

Nama : Lisda Fathiyah Quiliem
Date of birth : March 5th 1985
Age/Height/Weight: 36 years old/ 158 cm/ 55 kg
Address : BTN Hartaco Indah Blok 3 R no 7, Makassar
Nationality : Indonesia
Gender : Female
Languages : Indonesia, English
Marital Status : Single
Email : lisdafathiyah@gmail.com
Mobile no : 087841351836
Passport No. :

Latest Education

Bachelor Degree in Economy (Financial and Banking Management)

Year of Graduate

2007

Certification

1. TOEFL ITP Test score 490, Golden Education Division on March 21st 2020.
2. Certified Secure Computer User (CSCU), EC Council and Wibis Training Center Makassar on January 28th 2019.
3. Mikrotik Fundamental, Wibis Training Center Makassar on April 20th 2018.
4. IT Agent of change, Inixindo Makassar on July 20th 2015.
5. Mini Bank Training, STIEM Bongaya on October 2006- January 2007

Skills

1. Microsoft Office
2. Customer service oriented
3. Analytical thinking and problem solving
4. Multi tasking
5. Target oriented

Working experience

Period : July 2021-December 2021

Company : Ruangguru x Brain Academy

Industry : Offline tutoring place

Position : Admin Officer

Assignments :

1. Sorting mail, mail, parcels, orders.
Answering and receiving calls, typing, documents, correspondence offline or online
2. Ordering office stationery supplies
3. Greet and respond to clients
4. Make an office agenda
5. Filling data entry / filling in company data entry

Period : June 2015-October 2020

Company : Dinas Komunikasi dan Informatika Makassar

Industry : Public Office, Information and Technology

Position : Smart City Operator

Assignments :

1. Monitoring government-owned CCTV and make reports on traffic such as accidents, street crimes, calamities which are then forwarded and followed up by police and call center 112.
2. Monitoring internet network activity at the government office and report it to Telkom as the network provider.
3. Monitoring and reporting Diskominfo Makassar social media (facebook, twitter and instagram) and acting as an online admin to answer public questions about public services or traffic conditions monitored via cctv.

Period : September 2014-January 2015

Company : Cornell English Center, Makassar

Industry : English Course

Position : Front desk and administration

Assignments :

1. Serve visitors who want to inquire or register for an English course.
2. Schedule placement tests based on aptitude and proficiency in English, then discuss the result with the teacher and leader for inclusion in available classes or open new classes.
3. Accept payments for English courses, carry out cash out payments and balance incoming cash.
4. Arrange teacher and student absences.

Period : November 2012-July 2014

Company : PT. Infomedia Nusantara

Industry : Telecommunication

Position : Caroline Officer

Assignments :

1. Receive and answer call from Telkomsel subscribers
2. Explain about Telkomsel products (Kartu As, Simpati dan Kartu Halo), offering special promo and events information.

3. Handling objections or complaints from Telkomsel products and making reports as problem solving.

Period : October 2010-September 2012

Company : PT. Pegadaian Makassar

Industry : Pawnbroker Corporate

Position : Cashier

Assignments :

1. Receive payments from customers for loan interest, installment and redemption payments of goods that have been pawned
2. Prepare daily financial reports and cash balance must be balanced
3. Print out the daily, weekly and monthly financial reports.

Period : December 2008-June 2010

Company : Jawa Pos News Network (Malut Post and Harian Fajar)

Industry : Mass Media

Position : Journalist

Assignments :

1. Interviewing people for events that occurred or based in assignments from editors, public information or certain party reports
2. Confirm and check the truth based on balanced reporting.
3. Write news in standard language, after that wait for the edits from the editor before printing to be checked again for its correctness and balance.