



Nasfiyah

Administration

About me

I am a hardworking, disciplined, cheerful, like challenges, resilient, adaptable and confident working independently or part of team

Contact

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Pasuruan Anggun
Sejahtera Blok E6/19
Rembang, Pasuruan

Expertise

- Ms Word
- Ms Excell
- Ms Power Point

Languages

- English
- Indonesia

Education

2012
Sarjana Pendidikan
Universitas Darul 'Ulum
Jombang

Work Experience

2013 - 2017

PT. BANK NEGARA INDONESIA (Persero) Tbk

Credit Administration

- Ensure documents completeness
- Checking and verify consumer data
- Administrating (collect verified data, prepare credit agreement with binding collateral and insurance)
- Filing (organizing, store consumer file)
- Reporting (creat weekly and monthly report)

2012 - 2013

PT. KARYAMITRA BUDISENTOSA

Purchasing Leather Import

- Checking incoming goods, tallying with PO / Packing List
- Checking all supported documents such as packing list from suppliers
- Tracking Purchase Order and Suppliers delivery schedule
- Prepare and checking all documents for clearance goods
- Support daily indirect Purchasing activities
- In charge of import transaction productions which company needs