

RISYA HAFIZA FADRIANI

OBJECTIVE LEGAL STAFF

SKILLS & ABILITIES

- Computer Software Skill:
 - Office (Familiar with Ms. PowerPoint, Excel and Ms. Word)
 - Internet

- Other Skills:
 - Perform Agreements
 - Manage ± 30 Employee
 - Organisational Skill
 - Logical thinker and problem solving ability
 - A Tour Leader at free time

EXPERIENCE

- Annually Marketing at CV Pasar Hewan Qurban April 2013 – Now
- Secretary at PT Mandiri Maju Lestari December 2105 – November 2017
- Legal Staff at PT INTELEX TECHNET GLOBAL November 2017 – August 2018

EDUCATION

- Law Faculty at UNIVERSITAS PADJADJARAN 2006 – 2013
- LIA English Course

COMMUNICATION

- Good presentasion skills
- Fluent in English both oral and written

LEADERSHIP

- Wise leader
- Adaptable in any situations, good reponsibility and self motivated

