



Felia Amanda

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-Work Experience

Administration officer

June 2023–Now

Pt. Padjajaran Internusa Textile

I work as an office administrator, inputting data such as credit cards, insurance, bank accounts and invoices in a computer (accounting program), purchase/sales receipts, working together with office accounting and other admins to ensure financial reports are correct, met with guests/sales, making balance sheets every week recapping turnover and inputting data in excel and archiving data

-Organisation Experience

Treasurer 2 OSIS

2020–2021

- Responsible and know financial income/expenses, inventory, and treasury.
- Make proof of receipt of each financial income / expenditure for accountability reports.

Extracurricular Leader

2021–2022

- Supervise and take full responsibility for managing activities and finances and solve the problem

-Work program experience

Smalacup & Nuevau

2020–2023

- Become a public relations person, promote the event so that many people know and participate, secure the event in accordance with existing regulations
- Organize all events to take place safely and orderly

Training barista Wedrink

December 2023

- Making drinks and coffee, ice cream, learning machines, making drink mixes
- learn the cash register

-Education

SMAN 5 SURABAYA (IPS)

2020–2023

Skill

communicate well, take full responsibility for work, discipline and honest and able to adapt to the surrounding environment, able to solve problems, on time

Hobby

Listening music



Singing



Shoping

