



Diana Zahranie Laila Ulfa,S.S  
Born Sukabumi, 19 Februari 1997  
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Jl. Goalpara, Sukabumi

## EDUCATION

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- Universitas Muhammadiyah Sukabumi *Sukabumi, 2019*  
Bachelor degree majoring English Literature  
Cumulative GPA 3.03
- SMK Muhammadiyah 1 Kota Sukabumi *Sukabumi, 2015*  
Majoring Software Engineering

## WORK EXPERIENCE

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- PT Paiho Indonesia (Ast. Sales) *Sukabumi, 2025*  
Handle orders, manage with other team to complete the order, follow up with customer and check the payment with finance team.
- Susi Air (Travel Staff) *Pangandaran, 2024*  
Arrange travel accommodations for employee, pilots, and manager for duty/off duty.  
Arrange hotel or business trip, and make data report for management.
- DR. Metz Skincare (Staff HR) *Sukabumi, 2021-2022*  
Input data of employee attendance (day off, permissions) BPJS KT, calculating incentive and payroll.  
managing employee contract letters and creating letters for company purposes.
- Indonesia Epic Pcare (Volunteer-Data Entry) *Sukabumi, 2021-2022*  
Responsible for inputting data on patients who have been vaccinated and making daily reports.
- English Teacher *Sukabumi, 2018-2020*  
English teacher and staff cooperative at Junior High School SMPN 1 Cicantayan  
English teacher at Elementary School Muhammadiyah Sukaraja *Sukabumi, 2022*  
Apprenticeship as English teacher at Mts Muhammadiyah Cipoho *Sukabumi, 2017*  
Apprenticeship as administrator at Puskesmas Gedong Panjang (front desk, cashier) *Sukabumi, 2014*

## UNIVERSITY PROJECT

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- Chief Executive at English Contest (2017)
- Secretary of Himpunan Mahasiswa Sastra Inggris (2016)
- Member of Hizbul Wathan (2015)

## SKILL

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- Computer Skill (operation applications)
- HRIS (applications system)
- Accuracy and attention to details (payroll)
- Report of daily data
- English, social media applications (active)

## SOCIAL MEDIA

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- Instagram/Twitter : @Zahra0190
- LinkedIn : Diana Zahrani