

APONG SUMIATI

CONTACT



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Tasikmalaya West Java
Indonesia

EXPERTISE

- Management Skills
- Critical Thinking
- Leadership
- Coaching

LANGUAGE

English

Bahasa Indonesia

ABOUT ME

I am a highly motivated professional seeking to transition into a new career. While I have enjoyed my previous work, I am now eager to pursue my passion for new industry and make a meaningful contribution to a new team. I have also taken steps to prepare for this transition, such as training and get new knowledge.

EXPERIENCE

Village Government Office 2016 - Present

Finance Staff

The role of financial administration in a village office is to manage and oversee all financial matters related to the village's budget and expenses. This includes creating and maintaining a budget, managing accounts payable and receivable, ensuring proper documentation and record-keeping, preparing financial reports, and overseeing the procurement process.

Teacher, 2013 - 2016

Computer teacher

As a computer teacher at a high school, my primary responsibility is to educate and train future student in the effective use of technology in the classroom. This includes developing and delivering curriculum that covers topics such as computer applications, introduction programming languages, and digital literacy.

Village Government Office, 2007 - 2016

General Affair Officer

my role as a General Affairs Officer is essential to ensuring the smooth operation of the village office and providing support to other departments within the office. By effectively managing administrative tasks and maintaining accurate records, I help to promote transparency, efficiency, and accountability in the village's operations.

EDUCATION

2011 **Bachelor of Science**
STMIK DCI Tasikmalaya

COURSE

2023 **Data Analytics mini course**
RevoU

2023 **Digital Marketing mini course**
RevoU