



ABDULLAH MUBAROK AL-ATSARI

Highly organized and proactive student with excellent communication skills and strong work ethic. Eager to join your team. I am a diligent student with outstanding organizational abilities, superior communication skills, and a robust work ethic. Ready to contribute and team.

Profile

Phone

+62895359929782

Email

Almakarida4@gmail.com

Place Date of birth

Batam 02, November 2001

Address

Jln. Kanguru 1 NO 18 RT 10 RW 02 KEL.
GEDONG KEC. PASAR REBO JAKARTA
TIMUR

Education

High School

Persatuan Islam 1&2 Bandung
2020 - 2023

D3 SYARIAH ISLAM

IMAROT
2023 - 2025

Skills

- Communication
- Adaptability
- Problem-Solving
- Effective Time Management
- Excel
- Microsoft Word
- Networking

Language

- English 54%
- Arabic 71%
- Melayu 95%
- Indonesia 100%

Professional Experience

2020

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2020

COOK HELPER

Restaurant Rice Batam, BANDUNG INDONESIA

- Maintained impeccable cleanliness and sanitation of food preparation areas in compliance with hygiene standards
- Assisted the chef in food preparation tasks such as washing. Peeling and cutting to streamline kitchen operations
- Expertly packaged takeaway orders, ensuring customer satisfaction with presentation and timely service

2023

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2023

STAFF ADMIN

PT Best Profit Futures, BANDUNG INDONESIA

- Managed and organized essential company documents, ensuring efficient administrative operations within the office
- Executed accurate data entry tasks maintaining up-to-date records and information systems
- Coordinated and prepared requisite materials for business travel, optimizing the company's trip planning process.

2017

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2019

CHECKER

SHOOPE, BANDUNG INDONESIA

- Checking Documents
- Reporting of inspection results
- Provide Feedback