
PROFILE

Experienced professional with over 13 years of diverse administrative expertise. Skilled in event organization, telemarketing, and general administrative support. Proficient in talent management, customer service, and budgeting. Strong communicator with attention to detail and problem-solving abilities. Committed to supporting organizational goals and driving operational efficiency.

PROFESSIONAL EXPERIENCE

PT. Semesta Aju Sahitya

Staff Event Organizer

(2022-present)

- Orchestrated talent acquisition and contract management, ensuring compliance with administrative standards.
- Formulated meticulous event budgets and conducted thorough post-event financial evaluations.
- Coordinated logistics and liaised with vendors, ensuring seamless event execution.
- Managed event-related correspondence and procurement processes, adhering to established administrative protocols.

Transmedia Creative

Telemarketing

(2020-2022)

- Delivered comprehensive product knowledge and tailored proposals, meeting administrative requirements.
- Maintained regular client communication, adhering to administrative guidelines for documentation and follow-ups.
- Ensured smooth sales processes, meticulously managing administrative aspects from lead to post-sales support.

CV. Yuga Sarana Medika

Administrative Staff

(2011-2019)

- Oversaw all inbound and outbound correspondence, maintaining meticulous administrative records.
 - Generated monthly financial reports and upheld precise financial record-keeping practices.
 - Monitored inventory levels and facilitated procurement activities, ensuring adherence to administrative guidelines.
 - Provided versatile administrative support across departments, aligning with organizational requirements.
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PT. Promedika Sejahtera

Administrative Staff

(2009-2010)

- Prepared diverse administrative documents and facilitated efficient communication within the organization.
- Managed executive schedules and travel arrangements, aligning with administrative standards.
- Maintained accurate employee records and facilitated administrative processes, including event coordination.

PDAM Tirta Pakuan Bogor

Laboratory Staff

(2008-2009)

- Conducted rigorous water quality analyses, adhering to established administrative procedures.
- Maintained meticulous records of test results, ensuring compliance with administrative guidelines.
- Identified and addressed water quality issues promptly, in accordance with administrative protocols.
- Collaborated with team members to uphold laboratory standards and regulatory compliance.

EDUCATION

Academy of Chemical Analysis

2005-2008

COURSE

Intro to Data Analytics by RevoU

August 2023

SKILLS

Administrative, Event Organization, Talent Management, Budgeting, Customer Service, Administrative Support, Data Analysis, Communication, Problem-Solving, Time Management, Attention to Detail
