

SUMMARY

Dedicated Administrative Professional with 4 years of experience, comprising 3.5 years in office administration roles and 6 months as an Administrative Assistant. Proven track record of facilitating seamless operations, managing administrative tasks efficiently, and providing invaluable support to teams. Strong attention to detail, exceptional organizational skills, and a commitment to optimizing processes for enhanced productivity. Adept at client and staff onboarding, financial management, and ensuring compliance with company standards. Proficient in leveraging technology and software tools to streamline workflows and achieve operational excellence.

SKILLS

- Account Management
- Process Optimization
- Work Ethic
- Professionalism
- Quality Assurance
- Marketing Support
- Time Management
- Attention to detail

WORK EXPERIENCE

BLUE SENSE DIGITAL

Administrative Assistant • 2023 - 2024

- **Client and Staff Onboarding Facilitation:**
 - Facilitated seamless onboarding processes for clients and staff, ensuring a smooth transition and integration into company culture.
 - Demonstrated exceptional skills in coordinating onboarding activities, fostering positive initial experiences for all stakeholders.
- **Account Management and Invoicing:**
 - Maintained 98% accuracy in account management, streamlining invoicing processes and enhancing financial record accuracy.
 - Demonstrated keen attention to detail in maintaining accurate financial records and ensuring timely invoicing processes.
- **Quality Assurance and Process Optimization:**
 - Conducted thorough quality checks on internal processes to optimize operations and align them with company standards.
 - Played a significant role in maintaining expected standards, enhancing overall workflow efficiency and effectiveness.
- **Marketing Support and Brand Enhancement:**
 - Made significant contributions to marketing initiatives, amplifying brand visibility and reach.
 - Efforts in marketing helped drive growth and expansion opportunities for the business.
- **Work Ethic, Timeliness, and Professionalism:**
 - Consistently exhibited a strong work ethic, timeliness, and motivation in all tasks and projects undertaken.
 - Earned recognition from peers and superiors for exceptional dedication, professionalism, and positive contributions.

AUTOCLINIC NANO CARS

Administrative • 2018 - 2019

- **Payment Processing:** Proficiently received and processed payments from clients, maintaining precision and compliance with financial procedures.
- **Invoice Management:** Skillfully generated and distributed invoices to customers, emphasizing meticulousness to deliver precise and transparent billing details.
- **Financial Reporting:** Expertly compiled and formatted daily, monthly, and yearly financial reports, furnishing essential financial insights and supporting strategic decision-making.
- **Compliance Verification:** Conducted meticulous property checks to ensure alignment with regulatory standards and organizational protocols.

DUSTY ART DECORS AND FLORIST

Administrative • 2016 - 2018

- **Calendar Coordination:** Proficiently managed calendars, scheduling, and coordinating appointments with clients to maximize time efficiency.
- **Email Management:** Oversaw client and partner email communications, prioritizing timely responses and fostering effective correspondence.
- **Report Preparation:** Skillfully prepared, compiled, and distributed comprehensive reports, enhancing transparent communication and supporting informed decision-making.
- **Invoice Generation:** Generated and dispatched invoices to customers, ensuring precision in billing procedures and prompt delivery of financial documents.

ARTHA PRIMA FINANCE

Bank Tellers • 2014 - 2015

- **Payment Reception:** Proficient in receiving payments from clientele.
- **Payment Logging:** Skilled in accurately recording customer payments utilizing proprietary software.
- **Report Generation:** Capable of generating daily, monthly, and annually reports as per organizational requirements.
- **Confidential Document Management:** Experienced in handling sensitive documents and information with discretion and attention to detail.

EDUCATION

COMPUTER ACCOUNTANCY

LPKIA Institute of Digital Economy • 2014-2015

HUMAN COMPUTER INTERACTION

Surya University • 2013-2014

SCIENCE

ASSALAAM HIGH SCHOOL • 2010-2013