

# SARAH INGRID SENDOUW

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[Linkedin - Sarah Ingrid Sendouw](#) • [Portfolio & Projects](#)

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## SUMMARY

3+ years experience in Accounting, initially handling Accounts Receivable & Payable. In 2022 diversified into Data Management, Administrative roles, and Finance within a Non-Profit Organization and part-time Bookkeeping in the same year. With a keen interest in Digital Marketing, Creative fields and Organizational Management skills, Starting in 2023 I embrace my potential in assisting others to achieve goals and invested my time in Digital Marketing bootcamp class while holding a position as an Executive Assistant for Renewable Energy Industry.

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## WORK EXPERIENCE

<b>Executive Assistant to the Director , Efficient Energy Solutions</b>	<b>May 2023 - May 2025</b>
<ul style="list-style-type: none"><li>Boosted efficiency by 60% through task delegation and streamlined operations.</li><li>Managed communications with 90% accuracy and professionalism.</li><li>Reduced document retrieval time by 40% through organized filing.</li><li>Use strong time management skills to streamline workflows.</li></ul>	
<b>Data Management   Administrative Assistant   Finance, Rock Riverside</b>	<b>Feb 2022 - Apr 2023</b>
<ul style="list-style-type: none"><li>Digitizing and managing all data required by management and users.</li><li>Creating &amp; Provide Financial Statement</li><li>Overseeing and scheduling meetings and work for the users.</li><li>Making Travel Arrangements &amp; Managing emails</li></ul>	
<b>Accounts Payable, CV Agung Motor Centre</b>	<b>Jun 2020 - Feb 2022</b>
<ul style="list-style-type: none"><li>Recording purchasing activities</li><li>Making payments for company obligations</li><li>Ensuring balanced cash flow</li><li>Creating reports for purchasing and payments</li><li>Archiving purchasing-related documents</li></ul>	
<b>Accounts Receivable, CV Agung Motor Centre</b>	<b>Jul 2019 - Jun 2020</b>
<ul style="list-style-type: none"><li>Conducting accounts receivable collection from clients</li><li>Monitoring due dates and collecting before deadlines</li><li>Creating aging analysis for accounts receivable</li><li>Generating and recording collection reports</li></ul>	

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## EDUCATION

<b>Full-Stack Digital Marketing</b>	<b>Mar 2024 - Nov 2024</b>
<u>Dibimbing.id</u>	
<b>Bachelor Of Accounting</b>	<b>Aug 2014 - Aug 2018</b>
<u>Universitas Klabat</u>	
<ul style="list-style-type: none"><li>Majoring in Financial Accounting</li></ul>	

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## ADDITIONAL INFORMATION

- Languages:** Indonesian, English
- Certifications:** [Digital Marketing Bootcamp \(Dibimbing\)](#), IELTS Certificate
- Professional Skills:** Project Management, Scheduling, Email Management, Calendar Management, Google Suite, Microsoft Office, Calendar Management, Administration & Operation, Market Research, Copywriting, Content Planning, Content Creation, Voice Talent.
- Personal Skills:** Integrity, Loyalty, Creativity, Leadership, Teamwork, Critical Thinking, Adaptable