

SARAH INGRID SENDOUW

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

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.

WORK EXPERIENCE

Executive Assistant to the Director , Efficient Energy Solutions

May 2023 - May 2025

- Boosted efficiency by 60% through task delegation and streamlined operations.
- Managed communications with 90% accuracy and professionalism.
- Reduced document retrieval time by 40% through organized filing.
- Use strong time management skills to streamline workflows.

Data Management | Administrative Assistant | Finance, Rock Riverside

Feb 2022 - Apr 2023

- Digitizing and managing all data required by management and users.
- Creating & Provide Financial Statement
- Overseeing and scheduling meetings and work for the users.
- Making Travel Arrangements & Managing email

Accounts Payable, CV Agung Motor Centre

Jun 2020 - Feb 2022

- Recording purchasing activities
- Making payments for company obligations
- Ensuring balanced cash flow
- Creating reports for purchasing and payments
- Archiving purchasing-related documents

Accounts Receivable, CV Agung Motor Centre

Jul 2019 - Jun 2020

- Conducting accounts receivable collection from clients
- Monitoring due dates and collecting before deadlines
- Creating aging analysis for accounts receivable
- Generating and recording collection reports

EDUCATION

Full-Stack Digital Marketing

Mar 2024 - Nov 2024

[Dibimbing.id](#)

Bachelor Of Accounting

Aug 2014 - Aug 2018

[Universitas Klabat](#)

- [Majoring](#) in Financial Accounting

ADDITIONAL INFORMATION

- **Languages:** Indonesian, English
- **Certifications:** [Digital Marketing Bootcamp \(Dibimbing\)](#), IELTS Certificate
- **Profesional 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