

# IRVAN SAEFUL AKBAR

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## PROFESSIONAL SUMMARY

I am an administrative professional with more than 8 years of experience in administrative work. I work carefully and effectively according to the job description provided by the company so that the data submitted is accurate.

## SKILL

- Microsoft Excel
- Microsoft Word
- Adobe Photoshop
- Adobe Ilustartor

## WORK EXPERIENCE

### PT. Motoren Teknik Indonesia

Febuari 2016 – Juni 2017

Admin

- Create daily, weekly and monthly reports
- Create incoming and outgoing goods delivery notes
- Create stock reports for sales

### PT. Ria Indah Mandiri

July 2017 - September 2020

Admin Bordir

- Create price contracts for second parties
- Check embroidery bill invoice
- Create daily, weekly and monthly reports
- Create travel documents for incoming and outgoing goods

### PT. Yuti Sagita Mandiri

Oktober 2020 - Desember 2021

Admin

- Create daily, weekly and monthly reports
- Create travel documents for incoming and outgoing goods
- Create stock reports for sales

### PT. Cahaya Angkasa Biru

Januari 2021 – Present

Production Admin

- Create travel documents for incoming and outgoing goods
- Checking incoming and outgoing goods for third parties
- Create daily, weekly and monthly reports
- Calculate the accessories that will be provided to third parties

## EDUCATION

Akademi Manajemen Informatika Dan Komputer Garut

D3 Diploma III Teknik Informatika

Dari 2012 – 2015 dengan IPK 2.94