

PUTU AYU ARMEITHA WEDAYANTI



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✉ armeytha1992@gmail.com

in [Armeytha Wedayanti](#)

Location : Denpasar, Bali - Indonesia

Nationality : Indonesia

Language : English & Bahasa Indonesia

EXECUTIVE SUMMARY

Experienced **Administrative Professional** with 5 years of expertise in file management, report generation, archiving, finance oversight, and data entry. Renowned for precision, adaptability, and seamless integration into diverse corporate cultures. Elevate operational efficiency and organizational excellence with my adept skills and meticulous approach. Certified **Virtual Assistant** to help business people and company to handle their administrative

AREAS OF EXPERTISE

- Administration
- Data Entry
- Finance
- Microsoft Office
- Notion
- Virtual Assistant
- Outlook
- Google Suite
- ERP
- Bookkeeping
- Public Speaking
- Personal Assistant

WORK EXPERIENCE

Technical Administration | PT Media Sarana Data | Denpasar | Mei 2016 – Juni 2019

- Achieved a 20% reduction in document retrieval time through the implementation of a standardized filing system.
- Maintained a 99.5% accuracy rate in document recording and archiving, contributing to enhanced organizational efficiency.
- Reduced administrative errors by 15% through the implementation of stringent quality control measures.
- Successfully identified and rectified discrepancies in supporting documents, leading to a 25% reduction in processing errors.
- Implemented a comprehensive document review process, ensuring compliance with regulatory standards and minimizing risks.
- Achieved a 20% improvement in invoice processing time by optimizing workflows and leveraging automation tools.
- Successfully reconciled invoicing discrepancies, resulting in a 95% accuracy rate in financial reporting and budget management.

Finance Staff | APJII Bali | Denpasar | April 2014 – April 2016

- Achieved 100% accuracy in recording daily transactions, contributing to seamless financial reporting.
- Reduced invoice processing time by 20%, enhancing operational efficiency and optimizing vendor satisfaction.
- Ensured timely and accurate updating of financial systems, resulting in improved data integrity and streamlined financial analysis.

- Generated detailed financial reports within set deadlines, enabling stakeholders to make informed decisions and meet regulatory requirements.
- Implemented robust monitoring processes, resulting in a 15% reduction in banking errors and enhancing financial security.

Customer Service Intern | Carrefour Bali | September 2010 – Februari 2011

- Maintain a minimum accuracy rate of 98% in recording and updating customer account information.
- Achieve an average call resolution time of less than three minutes while ensuring customer queries are addressed comprehensively.
- Ensure strict adherence to communication procedures, guidelines, and policies to uphold regulatory compliance standards.
- Maintain a customer satisfaction rating of at least 90% through proactive engagement and exceptional service delivery.
- Actively contribute to the team's success through collaboration, knowledge sharing, and support in achieving collective objectives.

Personal Assistant | Maret 2013 – Maret 2014

- Efficiently coordinate and manage meeting schedules, ensuring optimal utilization of time for all stakeholders.
- Conduct thorough examination of financial reports to ensure accuracy and compliance with organizational standards.
- Timely dispatch financial reports and other relevant documents via email to designated recipients.
- Produce comprehensive meeting minutes to document key discussions and decisions made during meetings.

VIRTUAL ASSISTANT SERVICES

- Administrative Assistant
 - Travel Planning
 - Email Management
 - Calender Management
 - Data Entry
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TRAINING, SEMINAR, & ACHIVEMENT

- Certification Of Virtual Assistant
Held by : Digital Skola (2024)
 - Certification Of Finance Controller
Held By : Asosiasi Penyelenggara Jasa Internet Indonesia Cabang Bali (2014)
 - Certification Of Public Speaking
Held By : Stikom Bali (2017)
 - Certification Of English Learning Program
Held By : EFE Indonesia (2023)
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EDUCATION

UNIVERSITY GANESHA | BALI, INDONESIA

Year : 2012 - 2014
Major : English Literature

SENIOR HIGH SCOOL PGRI 6 | BALI, INDONESIA

Year : 2009 - 2012



SERTIFIKAT



SEMINAR
PUBLIC SPEAKING

DIBERIKAN KEPADA

PUTU AYU ARMEITHA WEDAYANTI

ATAS PARTISIPASINYA SEBAGAI
"PESERTA"

DALAM ACARA SEMINAR PUBLIC SPEAKING
"BE AN INNOVATIVE BROADCASTER"
YANG DISELENGGARAKAN PADA TANGGAL 9 DESEMBER 2017
BERTEMPAT DI AULA STMIK STIKOM BALI - RENON

a.n. KETUA STMIK STIKOM BALI
PEMBANTU KETUA III

STIKOM BALI
BIDANG KEMAHASISWAAN
(IDA BAGUS SURADARMA, SE., M.Si)

KETUA PANITIA

SEMILAR
PUBLIC SPEAKING
(HERVINE CHRISTANIA MANSUR)



IT LOVERS - SMART - BEAUTY

ASOSIASI PENYELENGGARA JASA INTERNET INDONESIA
WILAYAH BALI

Certificate of Appreciation

this certificate is proudly presented to :

Putu Ayu Armeitha Wedayanti

*thank you for participacing and supporting
as finance controller coordinator of organizing committee
for the success of Miss Internet Bali 2014*

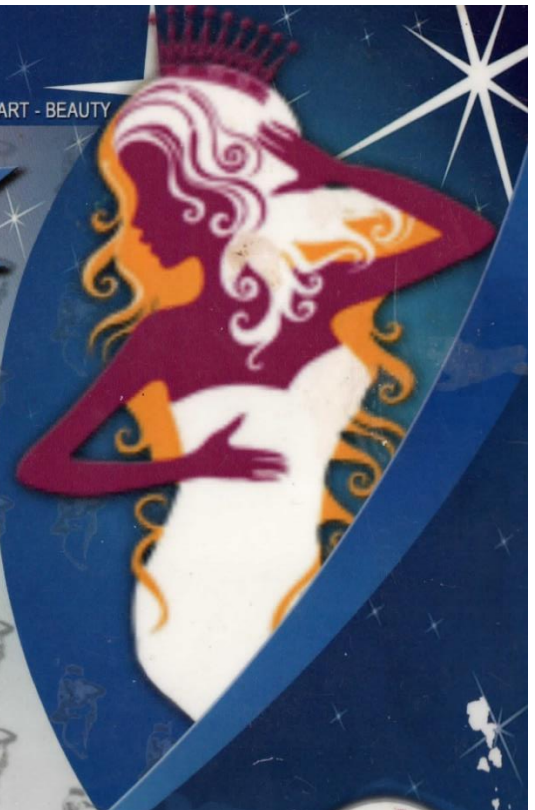
Denpasar, October 25, 2014

Zulfadly Syam

Chairman of APJII - Region Bali

MISS
INTERNET
BALI 2014
I Gede Yudhatama

Chairman of Miss Internet Bali 2014



SERTIFIKAT

NO : 508/WIK/VI/2012

diberikan kepada :

Putu Ayu Armeitha Wedayanthi

Tabanan, Penatahan, 13 Mei 1990

Telah mengikuti dan menyelesaikan "PENDIDIKAN KOMPUTER"

periode Juli 2011 - Juni 2012

Mengetahui :

Kepala Dinas Pendidikan Pemuda
dan Olahraga Kab. Tabanan

Drs. Putu Sartika, M.Pd
Pembina Tk.I, (IV/b)
NIP. 19620713 198301 1 004

Tabanan, 1 Juni 2012

WAHYU INTI KOMPUTER



I Wayan Suarnaya

CERTIFICATE

Reg.No : EFE/A-1/3851/2023

This certificate is proudly presented to :

PUTU AYU ARMEITHA WEDAYANTI

Adult - Level 1

Has passed English Learning Program and achieved our own evaluation.
It is reality of the owner has special skill in english

August 25th 2023



ANUGERAH NURI SATRIA
CEO

