

Eli Herawati

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Professional Summary

Dedicated and highly organized administrative staff with 8 years of experience textile industries. Adept at managing office operations, supporting executive teams, and ensuring efficient workflow. Proven ability to handle multiple tasks while maintaining a high level of accuracy and professionalism. Seeking a remote administrative role to contribute to a dynamic organization with my skills in communication, organization, and problem-solving.

Education

Bachelor of Mathematic Education, GPA: 3.29/4.0

IKIP Siliwangi, Cimahi, Indonesia | June 2021

- Relevant coursework: Virtual Assistant

Work Experience

Administrative Officer, CV. Suritex

Cimahi, Indonesia | April 2016 – Present

- Created reports on raw material usage and electricity consumption.
- Ensured the availability of spare parts and raw materials for operations.
- Prepared environmental management reports for the government.
- Checked employee attendance for payroll calculations.
- Facilitated the transition to a paperless office environment, reducing office supply costs by 30%.
- Integrated the report process and managing permit applications to the government through online platforms, which has successfully reduced company expenses by approximately 50%.

Skills

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Familiar with Gmail, Google Drive, Google Calendar, Spreadsheet, Google Form
- Excellent written and verbal communication in both English and Indonesian
- Strong organizational and multitasking abilities
- High attention to detail and problem-solving skills