



NI MADE DIAN SAVITRI DHARMAYANTI

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Jl. Kaswari Utara No.2, Penatih, Kec. Denpasar
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SKILLS

Microsoft Office

Google Workspace

Design and Editing

Social Media

PROFILE

Udayana University Law graduate with experience in organizations and broad insight. Has experience as a Cafe Manager for 1 year and also has experience as Admin and Guest Relation Officer at Adam Jyota Management. I am currently working as an Frontliner at Rata Clinic Bali. I am detail-orienter, a reliable player and team player.

EDUCATION

Bachelor Degree

Udayana University

2018-2022

- Mempelajari hukum internasional
- Menganalisis kasus hukum internasional

LANGUAGES

Indonesia



English



WORK EXPERIENCE

Waitress

Ayam Gemess Panjer

May 2018 - June 2018

- Maintain cleanliness and participate in providing the best service to customers
- Serve food and drinks to customers
- Clear up food or drinks after customer finish
- Check stock, communicate with the chef regarding stock that need to buy and prepare
- Prepare and set up table before the cafe open
- Clean up before close the cafe

Manager Cafe

Ayam Gemess Panjer

July 2018 - June 2019

- Hiring and training staff to provide the best service to customers
- Create effective schedules and help the staff to resolve conflict to ensure the cafe is well managed
- Establish and enforce quality & safety controls
- Check and report the payment to the owner everyday
- Monthly meeting with the owner to check for condition and improvement

General Admin and Support Maintenance Team

CV. Adam Jyota Pramesti

September 2022 - Januari 2023

- Monitoring employee absence
- Create a staff summary for Adam Jyota Management
- Communicate with the villa owner regarding repairs or villa needs
- Provided transportation that required by guest
- Create an absence report and send to the owner everymonth

Guest Relation Officer

CV. Adam Jyota Pramesti

Februari 2023 - March 2024

- Prepare and inform the staff regarding the guest arrival details before check in
- Communicate with the guest by Airbnb, Booking.com and Agoda regarding availability and information about the villa
- Greeting the guest when check in at the villa

Frontliner

PT. Rupa Aestetika Teknologi Aktual

March 2024- present

- Welcome the patient at the clinic
- Handle the patient schedule and inform to the doctor everyday
- Handle transaction of the patient
- Respon to the patient questions in a short time time and accurately via char, telephone or in person at the clinic
- Connect the patient with other relevants team of the company
- Report about patient transaction everyday to the finance in Head Office by Google Space
- Handle patient appointment for treatment
- Reminder fo patient appointment with infobib