

NOVIANI RAHMAWATI

Mid Level

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November 1, 1994 | NCO

I am a Bachelor of Marketing Communication graduate from Bakrie University, I have good communication skills, am able to work together in a team or individually and am able to understand the work well and quickly. Not only that, I can be relied on and trusted to do my job well. With the ability to provide the best performance professionally, with totality and loyalty.

Work Experience

PT TELEKOMUNIKASI INDONESIA 2018-2022

Staff Admin Sales | Full Time

- Support all aspects of administrative management with precision to ensure company operational efficiency.
- Ensure all governance activities of the company run smoothly, achieving high standards in managing time and resources.
- Manages meeting schedules and coordinates meetings with customers effectively, ensuring clear and timely communication.
- Prepare business correspondence, manage files and process invoices thoroughly, and compile accurate work reports to support informed decision making.

PT KIMIA FARMA PLANT JAKARTA 2017-2018

Staff Admin General Affair | Full Time

- Manage the procurement of goods and company operational facilities, by recording efficiency achievements in the procurement process that reduce operational costs.
- Prepare company budget reports to support accurate decision making, contribute to company financial planning.
- Control and maintain company assets properly, maintaining the integrity and value of existing assets.
- Fostering good relationships with suppliers and company partners, becoming a vital information bridge between other divisions and company financial managers.

SANOFI INDONESIA 2016 (3 months)

Staff Admin QA | Internship

- Handle administration related to product or service quality.
- Manage documentation and create reports related to quality control.
- Coordinating with related teams to ensure quality standards are met.

BPPT 2016 (2 months)

Staff Public Relations | Internship

- Develop a branding strategy to improve the company's image.
- Plan and execute events such as press conferences.
- Prepare promotional materials that support the company image.

Education

BAKRIE UNIVERSITY 2017-2019

S1 Marketing Communication Communication Science | GPA 3.3

PADJADAJARAN UNIVERSITY 2013-2016

D3 Public Relations Communication Science | GPA 3.52

Organizational Experience

CLEANEE JAKARTA PROJECT 2017-2018

Member

- Optimizing waste that can be recycled.
- Presenting innovative solutions to improve waste management.
- Involving the community in efforts to maintain a clean environment.

Skill

Hard Skills: Skills in document management and archiving, ability to prepare reports and presentations, good understanding of general administration and office procedures, skills in organizing schedules and managing inventory, able to organize meeting and event schedules.

Soft Skills: Good communication skills, working together in a team, adapting well, problem solving.

Language: Indonesian (Native), English (Intermediate)

Software : Microsoft Word, Microsoft Excel, Microsoft PowerPoint.