

# NABILA WIDYARINI

Virtual Assistant and Data Analyst

Hello, i'm Nabila Wldyarini administrative officer with extensive experienced in managing daily various duty.



## EDUCATION

2015 - 2018

IKPIA Perbanas Jakarta

- Bachelor Degree of Management

2011 - 2014

University of Indonesia

- Diploma

## SKILL

### Microsoft Office

Microsoft Excel: Pivot Table  
Microsoft Word: Table of Content

### Design

Canva  
Picsart

### Google Workspace

Google Docs  
Google Meet

### Data Entry

## EXPERIENCE

2017 - 2017

Environment services of Jakarta

Administration staff

- managed and record all payment monthly
- provided support to all staff when needed

2015-2016

Hermina Hospital Group


Finance Department Secretary

- managed all office correspondences such as answering phone calls and communicating with other department
- arranged travel, schedule meeting, and appointment for the department

## CONTACT

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