



Siti Mardiana

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Profile Summary

A vocational graduate in Office Management with hands-on experience in administration, procurement, and customer service. Skilled in handling documents, data entry, procurement processes, and client interaction. Detail-oriented, responsive, and able to perform well under pressure.

Education

2018 - 2021 SMK Tunas Harapan Pasarkemis (Office Administration)

Work Experience

Customer Relation - PT Delta Mega Persada

Suvarna Sutera | September 2023 - Maret 2025

- Handled unit handovers and data entry.
- Managed customer complaints and work permit requests.
- Conducted area supervision and responded to incoming calls.

Purchasing / Procurement - PT Delta Mega Persada

Suvarna Sutera | Mei 2022 - September 2023

- Managed procurement of goods/services and prepared POs and contracts.
- Processed vendor invoices and recorded asset data.
- Sourced and maintained strong relationships with vendors.

Staff Administrasi - PT Delta Mega Persada

Suvarna Sutera | Agustus 2021 - April 2022

- Calculated and recorded water usage data from field staff.
- Reported usage to the finance department for billing purposes.

Skills

Microsoft Word, Excel, Google Sheets, Communication & team coordination, Data processing & document archiving, Problem solving and customer handling

Language

Indonesian (Fluent)

English (Upper intermediate)