

April 01st , 2014

To : HRD MANAGER

Dear Sir / Madam,

I am writing to you in regards to the Vacancy as **Staff Finance** in your respective company.

I have enclosed a copy of my resume to provide you with an overview of my skills and experience. I believe I am capable of performing the duties that is required. My most recent position has developed my communication and organizational skills.

I wish to build on my career and I believe that this position is able to offer that. I am ready to take on more responsibilities and I am very eager to learn new tasks.

I would be more than happy to come in for an interview at your earliest convenience.

Thank you.

Sincerely,

Diah Tanyati

CURRICULUM VITAE



PERSONAL DETAILS

Name : Diah Tanyati
Sex : Female
Place, Birth date : Kebumen, January 10th, 1983
Religion : Moslem
Marriage Status : Married
Permanent Resident : Perum De Livina Blok A7 / 12A,
Jl. Raya Lipi, Citayam – Bojonggede Bogor
Telephone : 021- 3226 3011 / 0818.088.14800
Last Salary : Rp. 6.000.000,-
Expected Salary : **(negotiable)**

EDUCATIONAL BACKGROUND

- Still study in Secretary and Management Academy Bina Sarana Informatika
- Senior High School for Vocational Education graduated in 2000
- Have Certificate of Competency from National Council for Vocational Education

PROFESSIONAL EXPERIENCE

PT. Brothers Energy Indonesia (Geothermal Drilling Company) Aug 2011 – Now

As Secretary, Commercial Admin, Finance, Purchasing and GA

Duties :

General :

- To maintain and develop good relationships and communications with costumers and Suppliers.
- Issued Material Purchase Request, Purchase Order, Delivery Order, Invoice, Tax.
- Acting as Purchasing, HRD, Admin, Secretary, Finance

Specifics :

- Making financial statements, administration and other with properly and honestly.
- Assist superior in creating and preparing the right financial and administration system.
- Maintain the inventory system of office supplies and tools as well as maintaining the proper document storage dan filling.
- To assist superior in term of commercial and administration.

- To suggest and work for company grow and development.
- To check and take care all required permits and letters for all employee and company including all ticketing and cargo paperworks.
- To help Superior in mean of operational and non-operational.
- To guide all job to meet the Standard Operation Procedure (SOP).
- To maintain communication with superior and immediately report to him if found any operation obstacle.
- To maintain communication and relationship with fellow workers.

Badan Pengelola Apartemen Atap Merah (Red Top)

Jan – Aug 2011

As Tenant Relation Officer and Secretary

Duties :

- Correspondence either internal and external
- Arrange Internal Meeting with all Head Division and Assisting Property Manager at meetings
- Making Minutes of meeting and Monthly Report
- Making Apartment News for all event that will be doing in Apartment
- Coordinate all related activities with the occupants of Apartment
- Responsible for Cleaners and Supervise Receptionist jobs
- Foster a good relationship with the occupants of Apartment
- Formed a partnership with a contractor or third party
- Handle Rent and Sales of Apartment units
- Making Cooperation agreements with contractor or second party
- Handling tenant's complains

PT. TANGAN MAS SANITARY WARES

May 2010 – Jan 2011

As Sales Coordinator

Duties :

- Handling Purchase Order from Customer either by Phone, email or fax.
- Telemarketing to all Database to get Purchase Order
- Making Market Share and Competitor Analyst
- Handling and follow up Customer Complains
- And monitoring all Sales Team to get their target and customer satisfaction

THE BATAVIA HOTEL JAKARTA

Aug 2008 – Feb 2010

As Banquet Sales Executive

Duties:

- Selling Hotel product (Room, Meeting Package, Wedding Package, Birthday Package).
- Maintain relationship with client.
- Having Sales Call or Sales Trip to grap our account or clients
- Making Quotation, Confirmation Letter.
- Handle telephone enquiries from the travel agents and client who want to have event at The Batavia Hotel..
- Making Daily Report, Weekly Report and Monthly Report.

THE BATAVIA HOTEL JAKARTA**June 2006 – July 2008***As Sales Administration/ Sales Support*

Duties:

- Making Daily Report, Weekly Report and Monthly Report
- To make daily Room Projection and weekly Forecast
- To support all Sales Executive in Administration (making Quotation, Confirmation Letter, Memo, Out going Letter)
- Correspondence either internal and external
- Making hotel and event reservation as per Sales Executive order.
- Handling telephone, internals and externals and taking any message.
- Filling all documents

**THE BATAVIA HOTEL JAKARTA
(AT SIMYAN RESTAURANT)****Aug 2003 – May 2006***As Receptionist*

Duties:

- Welcoming Guest
- Handling Incoming Telephone
- Correspondence
- Taking order
- Filling
- Some time make a Bill and Closed Bill if there no cashier.

RAINBOW ENTERTAINMENT**July 2000 – June 2003***As Cashier Staff*

Duties:

- Inputting data to computer
- Telephone operator
- Making finance report
- Process Cash Advance and Meals Allowance for all staff
- Making survey report in the field
- Administration duties and filing

SKILLS

- Language: English Oral & Written (most passive)
- Computer: MS Office (Words, Excel, Power point & Internet Application)
- Honest, Fast Learner, Hard Working
- Good communication and relationship