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Sarah Mardiana

About Me

I am a conscientious person who works hard, flexible, quick to pick up new skills and eager to learn from others. I am a motivated individual who is able to work in a busy environment and reliable. I am able to work well both in a team as well as using own initiative. I have a strong commitment to maintaining and promoting high standards of every role.

Skill

Able to speak and write business correspondence in English, able to speak chinese (basic conversation), file management, event planning, event organizer, communication, public speaking, problems solving.

Computer and Office Machine skills:

- Microsoft Office 2003, 2007 & 2010: Microsoft Word, Excel, Power Point, Access, Visio, Outlook.
- Adobe Photoshop Cs 5
- Corel Draw

Course and Certification

- 2013 : Test of English for International Communication (TOEIC)
Score: 830/ 990
- 2009 : English Language Course at LIA (Intermediate 3)
- 2009 : Private Chinese language course (Basic)

Personal Details

- Place & date of birth : Jakarta, March 21th 1993
- Health : Excellent
- Nationality : Indonesia
- Marital Status : Single

Experience

2014-2015	2013-2014	2011
Energi Dian Kemala-Oil and Gas Co. Position : Project Secretary Tasks : <ul style="list-style-type: none"> • Co-ordinate and provide support to project team(s) • Maintain a strict clean desk policy (processed and filed all documents-hard copy and electronic-on a daily basis in accordance with company procedures) • Ensure all project files are archived at a time agreed with Team Captain 	Golden Energy Mines-Sinarmas Mining Position : HRGA Officer Tasks : <ul style="list-style-type: none"> • Execute smooth HR meetings • Support administration of HR development • Support training and development section • Support recruitment section • Support payroll section • Support performance management section • Officer of Project Management 	Bumiputera- Building Management Position : (Internship) Junior Secretary Tasks : <ul style="list-style-type: none"> • Communication of messages , receive phone calls, transfer calls, use judgment calls regarding nature of business and urgency of situation • Maintain office equipment / office stationery and supplies • Check invoices for discrepancies and input into a computer • Drafting letters and other documents, such as PowerPoint presentations

Education

2016-2014

ABFII Perbanas

Asian banking finance and informatic institute perbanas.

Bachelor of Economic Science : GPA 3.15

2010-2013

STIKS Tarakanita

Tarakanita School of Communication and Secretarial Studies.

Diploma of Secretary : GPA 3.22

2007-2009

Alhalimiah High School

2004-2006

Putra 1 Junior High School

Informal Education

2011

Seminar

Forex Trading and Financial Analysis by Thomas Mathew

2010

Internal Seminar

How to be An Entrepreneur by Economics Lecturers

2011

Training Course

Self-Development training by Execute Train