

## DEWI YULIANA TASYAH

### SKILLS & ABILITIES

Administrative support active

Excellent spelling, proof reading and computer skills.

Ability to multitask.

Punctual and reliable.

Able to work as part of a team.

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### EXPERIENCE

#### TRAINING ADMINISTRASION FINANCE, PT. MYINDO CYBER MEDIA

2007

- Filling document Reports Advance Request & Report Reimbursement
- Report Advance Request
- Reports Reimbursement
- ATK

#### CASHIER EVENT, GRAMEDIA PUSTAKA UTAMA

2009

- Recap of goods sold
- Payment by cash, Debit, Credit,

#### SALES PROMOTION GIRL (SPG), PT MENSA BINA SUKSES

Oktober 2009 - Desember 2009

- Recording of incoming and outgoing goods
- Request products
- Monthly Sales Report
- Dealing with enquiries from prospective customers.
- Attend monthly sales meetings.
- Offering a price to customers and then negotiating around it.
- Explains how to use product.

#### ASS. FINANCE, PT. MYINDO CYBER MEDIA

- Report Advance Request
- Reports Reimbursement
- Spending Money
- Filling document Reports Advance Request & Report Reimbursement
- Form SSP Pajak
- Recap Bank Statement
- Update log Invoice
- Update log project
- Create Invoice

#### **ASS. FINANCE & CUSTOMER SERVICE, PT. MYINDO CYBER MEDIA**

- Receive incoming calls and connect to the addressee, and record messages by phone
- Faxing, printing, photocopying, filing and scanning.
- Receiving guests will meet with the boss
- Responding promptly to customer enquiries in person or via telephone, letter, and email always in a professional & efficient manner.
- Dealing efficiently with questions and queries from Client.
- Keeping up to date with all the company's products, services and procedures.
- Directing requests and unresolved issues to other colleagues.
- Scheduling and coordinate appointments.
- Meeting and greeting visitors to the company in a warm, respectful and courteous manner at all times.
- Record and in the delivery of client complaints to the Technical Support.
- Noted in the guest logs, letters, etc.

#### **PERSONAL ASSISTANT DIRECTOR, PT. MYINDO CYBER MEDIA**

- Report rembursement Director
- Reminder Payment CC Office
- Reminder Payment CC Personal
- Schedule & Remind Meeting Director
- Organising business travel, itineraries, and accommodation for Director.

#### **ASS. BUSINESS PROJECT MANAGEMENT, PT. MYINDO CYBER MEDIA**

- Weekly activity report AM
- Schedule meeting AM
- Recording, compiling, transcribing and distributing the minutes of meetings
- Report Status project
- Remind Schedule Meeting
- koordinasi with tim creative for report maintenance project
- Monthly Budget Plan

#### **JUNIOR ACCOUNT MANAGER, PT. MYINDO CYBER MEDIA**

- Follow up old client for new opportunity
- Meeting grab info with client
- Meeting and greeting clients and visitors to the office.
- Recording, compiling, transcribing and distributing the minutes of meetings
- Handling incoming / outgoing calls, correspondence and filing.
- Faxing, printing, photocopying, filing and scanning.
- Organising business travel, itineraries, and accommodation for managers.
- Creating and modifying documents using Microsoft Office.
- Setting up and coordinating meetings and conferences.
- Updating, processing and filing of all documents.
- Monthly Budget Plan .
- Quotation, Proposal, Contract, etc.

#### PROJECT EXPERIENCES - GOVERNMENT

- Multimedia Monitoring System (MMS) Project Kementerian Dalam Negeri RI as Project Leader.
- Mobile Website Project Kementerian Dalam Negeri RI as Project Leader.
- Implementasi Aplikasi SIPA - BMN (Sistem Informasi Pengelolaan Aset Barang Milik Negara) Kementerian Pertahanan RI as Collecting Administration.
- Project Redesign Aplikasi Pelayanan Terpadu (YANDU) PT. ASABRI as Administrasi Project.
- Redesain Website Project Kementerian Dalam Negeri RI as Account Manager

#### PROJECT EXPERIENCES - NON GOVERNMENT

- VPS & Maintenance Aplikasi Whistle Blowing System (WBS) PT. Garuda Indonesia, Tbk as Collecting Administration.
- Pengadaan Jasa Pemeliharaan aplikasi Garuda Online System (GOS), Corporate Online Sales (COS), Garuda Mobile (MOB), Web Check-In dan Web Info PT Garuda Indonesia, Tbk as Administrator.
- Migration ACE Website From Hosting Myindo To ACE Server, ASEAN Center for Energy as Ass. Project Leader
- Maintenance Collocation Website Salihara, Komunitas Salihara as Project Leader.
- Website Tours & Travel (Embedd dengan Webstart Abacus), SEKAI tours as Ass. Project Leader.
- Redesign Website, Soechi Line as Account Manager
- Redesain Website, Petromindo as ass. Account Manager

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#### EDUCATION

SDN GROGOL SELATAN 07 PAGI - JAKARTA - (1997 - 2003)  
SMP HANG TUAH 2 - JAKARTA - (2003 - 2006)  
SMKN 6 JAKARTA - JAKARTA - (2006 - 2009) MAJOR AKUNTANSI

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#### REFERENCES

Available on Request