Sekar Ayu Saraswati, S.H.

Vila Dago Pamulang Alam Asri 1 Blok H31 No. 3 Pamulang – 15417

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Personal Data

Place of Birth : Jakarta

Date of Birth : 23 November 1985

Sex : Female
Nationality : Indonesian
Religion : Moslem
Marital Status : Married

Formal Educational Background

Highest Education

Level : Bachelor Degree in Law

Field of Study : Law

Major : International Law

Institute : University of Padjadjaran, Bandung

GPA : 3.37

Graduation Date : 29 February 2008

High Education

Level : Senior High School at SMU Negeri 34 Jakarta

Graduation Date : 9 June 2003

Junior Education

Level : Junior High School at Bakti Mulya 400 Jakarta

Graduation Date : 17 June 2000

Informal Educational Background

General English Course at Lembaga Pembinaan Bahasa, 1995 - 1998

Experience

Monetary Committee

" Masa Pengenalan dan Adaptasi Kampus (MAPAK) " on August 2004 and August 2005 at University of Padjadjaran

Organization

2007

Secretary of ALSA CUP FUTSAL COMPETITION 2007 at "Soccercoop", Kiara Condong - Bandung

2005

Programme Committee of the 2005 ALSA English Days at Faculty of Law University of Padjadjaran

2004

LO Debate Committee of 2004 ALSA English Days at Faculty of Law University of Padjadjaran

Training and Seminars

- Training with themes "Interaksi dan Reorientasi Civitas Hukum Terpadu Fakultas Hukum Universitas Padjadjaran 2003", on September, 2 – October, 19 of 2003; Held by Faculty of Law University of Padjadjaran
- Seminar with themes "Bedah Kasus Malapraktek Dari Segi Etiko, Mediko, dan Legal ", on December, 8 of 2004; Held by Badan Eksekutif Mahasiswa Fakultas Hukum Universitas Padjadjaran
- Seminar dalam rangka menghormati Tokoh Diplomasi Prof. Dr. Mochtar Kusumaatmadja, S.H., LL.M. with themes "Menagelorakan Kembali Semangat Bandung: Menuju Kemitraan Strategis Baru Asia -Afrika ", on March, 23 of 2005; Held by Departemen Luar Negeri Republik Indonesia dan Universitas Padjadjaran
- National Seminar with themes "Aspek-aspek Juridis dan Non-Juridis Dalam Penetapan Batas-batas Maritim di Kawasan Laut Timor ", on May, 8 of 2006; Held by University of Padjadjaran
- ALSA National Seminar with themes "Upaya Perlindungan Hukum Terhadap Kekayaan Intelektual Berbasis Sumber Daya Hayati di Indonesia ", on March, 1 of 2007; Held by Asian Law Student Association (ALSA) Local Committee University of Padiadiaran
- The Return to Sender producer week in the training on "HOW TO ACQUIRE MORE SUSTAINABLE BUSINESS"; held from August 23 – August 30, 2011 in Rotterdam, the Netherlands; The training is organised by the CBI and Return to Sender

Languages

- English
- Bahasa

Fluent in Speaking, Reading, Writing, and Listening Mother Tongue

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Additional Skills

- Organized and work well in team
- Familiar with internet and Microsoft
- Hard worker
- Dicipline and punctual
- Able to adapt with any environment

Working Experience

- 15 June 2009 15 July 2009: Internship (MAGANG) at Department of Foreign Affairs (Departemen Luar Negeri) for 1 month in ASEAN Division
- 15 December 2009 30 April 2013 : Working at PT. DYRT (Do You Recycle Too?)

INDONESIA as an Assistant Manager withscope of work/job descriptions are to take responsibility for sales and marketing, finance, human resource, administration, and reporting

13 May 2013 – Present: Working at Indonesian French Chamber of Commerce and Industry (IFCCI) as a Business Development with scope of works are replying all incoming inquiries from French Companies who wants to do business in Indonesia or ask some information, provide business development services based on client's needs (list of partners/distributors/agents/suppliers research, identification of partnership, market scan, market research, and arrangement of Business to Business Meetings), set up meetings with companies and/or associations to have an update information about the potentials sectors in Indonesia.