



Yonatasha Dwirani Putri

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Personal Details

Date & Place of Birth : Jakarta, September 12th 1991

Nationality : Indonesian

Marital Status : Single

Education Details

2010 – 2011 : Interstudy Academy of Secretary, D1

2007 – 2009 : SMAN 46 Jakarta, Fatmawati

2005 – 2007 : SMP Islam Harapan Ibu

Course

2010 – 2011 : French Language Class in Central Culturel Francais at Wijaya

Job Experiences

March 2015 - Present : Executive Assistant at PT Lemariku Indah (Project RTW)

Assisting the 2 Founders with marketing, operational and administrative activities including:

- Social media - monitoring of activity, question answering, content creation, trend analyzing, issue resolving
- Maintaining office systems, including data management and filing
- Screening phone calls, enquiries and requests, incoming emails and post
- Liaising with suppliers, research new suppliers for products we need
- Weekly inventory updates and inspection

- Assist and maintain online merchandising such as product/content upload, maintenance, imagery, user experiences, order processing on website
- Lead all administrative support functions, including organizing documents, meeting follow up and preparation, meeting agendas, etc.

2013 – 2014 : Front Office Officer at PT Multisarana Fortisindo

- Answer phones and operate a switchboard, route calls to specific people.
- Answer inquiry about company
- Schedule & Booking meeting rooms and boardroom.
- Coordinate in & out mail flow.
- Perform basic bookkeeping, filing, and clerical duties.
- Perform basic monthly accounting report to be checked by finance division.
- Managing Client Information on a monthly basis.
- Handling correspondence.
- Making purchase order for daily office needs.
- Follow up the appointments and meeting room usage.

2012 – 2013 : Receptionist at PT Royal Chemie Indonesia

- Answer phones and operate a switchboard, route calls to specific people.
- Answer inquiry about company
- Schedule & Booking meeting rooms and boardroom.
- Coordinate in & out mail flow.
- Perform basic bookkeeping, filing, and clerical duties.

2009 – 2010 : Childcare Coordinator at Club Med Indonesia

Assisting the kids inside the resort while their parents are enjoying their stays in Club Med Hotel.

Joining every event in the resort in the evening.

Assisting guests with their arrival and departure.

Computer Ability :

Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Outlook, & Basic Adobe Photoshop

Other Skills :

Accustomed to working on group, underpressured, and in a tight schedule.

Good sense of urgency.

Good communication with other staff.

Adaptable in a new working environment.

