



MARDIYANTI SIMANGUNSONG

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Cakung, Jakarta timur DKI Jakarta

I am a detailed orientated, skilled, self-motivated administrator with three years of experience with a passion for streamlining office operations to ensure organisational success.

Work Experiences

CV gabe Motor - Bogor Jawa Barat

Aug 2016 - Aug 2019

Administrator

small and medium entrepreneurs who are engaged in repair services, be it motorcycles or cars, more than that, repair shops also carry out business selling spare parts to complete the need for replacement of damaged vehicle spare parts.

- inputting sales
- making regular sales reports
- recording inventory.
- to arrange all the needs of the store to be able to operate properly.
- Greeting office visitors and directing them to the appropriate parties.
- Handling basic office tasks, such as filing, delivering mail, answering emails and phone calls, and data entry.
- Coordinating schedules and managing calendars for multiple parties to ensure that activities are properly arranged with no conflicts.
- Entering and updating company, employee, and client records.
- Ordering, storing and distributing office supplies.
- Directing, reviewing, and optimizing office operations to increase accuracy, productivity, and efficiency and reduce costs.

PT Osram Opto Semiconductors, Malaysia - Malaysia

Dec 2013 - Dec 2015

Operator Machine

- Set up machines (calibration, cleaning etc.) to start a production cycle
- Control and adjust machine settings (e.g. speed)
- Feed raw material or parts to semi-automated machines
- Inspect parts with precision and measuring tools
- Test operation of machines periodically
- Fix issues that might occur during the shift
- Check output to spot any machine-related mistakes or flaws
- Keep records of approved and defective units or final products
- Maintain activity logs

CV Juntak Cell - Bogor Jawa Barat

Dec 2019 - Dec 2020

Administrative

a counter that sells various brands of cellphones, cellphone accessories, and also serves credit sales for all operators. The HP counter is one of the counters where the buying and selling process still uses a manual process.

- Mailed checks to vendors once approval has been granted, and processed check runs 10 times per day for 7 months, ensuring timely and accurate account payable processing.
- Negotiated 15% discounts from 300 vendors, saving the company \$1.5M per month and also updated them about contract changes.

CV Yanti Laundry - Bogor Jawa Barat

Jun 2021 - Jan 2023

Administrative

Laundry business is a business in the service sector that offers washing of clothes and the like used by the public. According to investor.id, the laundry business in Indonesia has experienced significant growth from year to year. In fact, during 2021-2022 it is estimated to grow by 50%.

- Serve the customer
- Arrange laundry shift schedule.
- Transporting goods for Admin needs and LAUNDRY
- Instalation Needs
- Takes a dirty linen in every room. CONSIDERING AND RECORDING INFECTIOUS AND NON-INFECTIOUS
- DIRTY LINEN. ...
- PERFORMING IRONING AND FOLDING OF LINEN

Education Level

SMK Yapim Tarunabalige 📍 - Toba Samosir

Jun 2010 - Jun 2013

High School Diploma in Teknik Komputer dan Jaringan

- designing web database for server content
- K3LH
- apply analog and digital techniques

Organisational Experience

Pramuka - balige

Aug 2010 - Jul 2013

Anggota

The scout group based on the age of the students after the standby scout is the scout raiser. What is a raiser, why is it called a raiser, the code of honor, the uniform worn and everything about this group of scout students we will discuss. As we know that based on their age, scout students are classified into four groups, namely standby, raiser, enforcer, and pandega.

- for scout raisers, including jamboree, level competitions, community service camps, Team Leader Gladian (Dianpinru), fundraising forums, exploration, JOTA (Jamboree on the Air), JOTI (Jamboree on the Internet), and other camps.

school security guards - balige

Oct 2010 - Jul 2013

Security Guards

PKS is a forum for student participation engaged in traffic, especially crossings in general in their respective schools. Then is a movement of moving objects from point A to point B or from one place to another either in the form of animals, vehicles or humans.

- PKS's task is to regulate traffic in the school environment and the environment around the school, especially when crossing students who are going to school or leaving school.

Course

- **Hard Skills** (2023): Data Science & Programming in Udemy
- **Hard Skills** (2023): Digital Marketing in Udemy