



SATRIA ISWARA PUTRA

GENERAL ADMINISTRATOR

PERSONAL BACKGROUND

I am an energetic , ambitious person and always strive to achieve standard possible at any given task with any situation. Looking an entrylevel position to contribute and develop my current analytical skills and knowledge and also to help reach company goals.

SPECIALIZATIONS

- Python (Programming Language)
- Microsoft Office
- Event Organization
- Event Planning
- Analytical Skills
- Business Analysis
- Office Administration
- Business Management
- Project management
- Data Entry
- Negotiation Skill
- Communication
- Interpersonal Communication

LET'S GET IN TOUCH!

Mobile: +62-8211-2557-390

Email: satria95.sp@gmail.com

Address: Vila Bogor Indah Blok H3 No 4

ROLES & POSITIONS

General Administrator

National Land Agency of Republic Indonesia Regional Office | 2020 - Present

- Develop and maintenance of land rights data
- Making the archives accessible to a wide range of users
- Evaluating, selecting, retrieving and arranging document
- Checking Disputed or legal action land
- Managing valuable collections of historical information from local land government territory
- Validating each application process

Business Development

CV.Kreasindo Karya Media | 2019 - 2020

- Develop a growth strategy focused on customer satisfaction
- Monitor and manage operational costs.
- Conduct research to identify new markets and customer needs
- Make personal decisions regarding hiring, compensation, discipline and termination of operational support

Owner/Founder

Farbe Burger | 2016 - Present

- Creating and implementing organization direction and vision
- Formulating and implementing the strategic plan that guides the direction of the business of organization
- Develop marketing strategy , product and operational
- Control and manage raw material

ACADEMIC BACKGROUND

Jenderal Soedirman University

Bachelor of Economics | 2020

CGPA : 2.77/4.00

TOEFL : 422

ORGANIZATION

- 2016 Staff of External Division of Development Studies Economics Association
- 2015 Chairman of Malam Keakraban Ikatan Mahasiswa Ekonomi Indonesia Se- Jawa Bagian Tengah
- 2015 Coordinator Accommodation and Transportation of Pekan Inter Antar Mahasiswa IESP
- 2014 Staff Liaison Officer of National Economic Events
- 2013 Staff Division Equipment of Members Discussion