

# Santi Elishabet

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## PROFILE

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My name is Santi Elishabet. I am graduated from majoring in Information System, Network and Application at SMKN 26 Jakarta. Basically, I also study and have skills in administration, design, and programming. I have an interest in a career as a Director Secretary with skills that I will upgrade continuously and be responsible with my work.

## PROFESSIONAL EXPERIENCES

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### **PT. Kasih Karunia Kekal**

**Kemayoran, Central Jakarta**

#### ***Secretary***

**December 2022 - Present**

- Answer and direct phone calls
- Coordination of meetings related to implementation and participants
- Coordinate with company seniors regarding continuous work
- Correspondence both internal and external
- Remind the Director's schedule
- Write and distribute meeting results to all parties who need them
- Support employees by following up both work and projects
- Priority management of letters, emails and appointment requests for Directors
- Prepare scheduled reports to corporate partners who work together
- Develop and maintain a filing system
- Order office supplies and Director requests, research new offers and suppliers
- Collaborate with other staff to handle requests and inquiries from clients

### ***Administration Assistant***

**March 2022 - December 2022**

- Helping the administration of correspondence in sales work
- Manage procurement contract documents both in progress and complete
- Create product catalog brochures
- Provide administrative assistance for employees in the field so that office tasks and needs can be fulfilled efficiently
- Training new administrative staff regarding administrative needs in the office and complete tasks of the highest quality
- Carry out bookkeeping activities for incoming and outgoing letters, bookkeeping of procurement contract documents

### ***IT Support Intern***

**May 2021 – March 2022**

- Creating a blog related to health issues on the company website
- Improve the operational effectiveness of employees' work in the field in reports by creating android application
- Creating social media content and other design needs

## EDUCATION

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**Universitas Pelita Harapan**  
Bachelor's Degree, Information System

**Tangerang**  
**Present**

**SMKN 26 Jakarta**  
Information System, Network and Application, Ijazah 87/100

**East Jakarta**  
**2018 - 2022**

## ORGANITATION EXPERIENCES

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- **OSIS** **2019 - 2020**  
(General Secretary)

## ACHIEVEMENT

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- **TOP 4 National "KIHAJAR Science, Technology, Engineering and Math" 2020**  
Individual student competition held by the Ministry of Education, Culture, Research and Technology with 4 staged tests of working on Science, Technology, Engineering and Math questions that I went through, namely Basic, Intermediate, Advanced, and in the Final I also made a STEM-based project, namely Automatic Hand Sanitizer Dispenser with Arduino.
- **2<sup>nd</sup> Winner "Technology Internet of Things" KCSI 2019**  
We consist of 4 students in a team making the latest Internet of Things project, namely automatic door locks with face detection.

## KEY SKILLS

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- Microsoft Office
- Graphic Design
- Task Management
- SAP
- Documentation and reporting
- Understanding of Business Strategy
- Problem solving
- Communication
- Flexible
- Careful
- Teamwork
- Responsibility