

Jl. Cendrawasih VIII no 141 Komp Jatiwaringin

Antilope Maju Pondok Gede 17411

(021) 8462064 hp 0857 77304277 mythmel23@yahoo.com



HRD/Personnel Manager

Re : Secretary

Dear Sir / Madam,

Having my own initiative, I would like to join in your company by taking an opportunity of fulfilling the above-mentioned position.

The skills I have developed from my work experience and Tarakanita Secretarial Academy support my strong interest for this opportunity. I am proficient in the English language as well as written and listening, and also possess extensive knowledge of Internet and Microsoft Office, Excel, Access, Power Point, Project and ERP.

For the past years, I have been employed as a Personal Assistant for President Director DNR Corporation. All the experience I have gained has strengthened my ability to be more focused on my responsibilities and always contribute actively in individual or team environments, also willing to work under pressure.

My ability to supervise has been proven on many occasions that my superior had been away on international business. This was one of the many important roles I had to fill as Manager of Restaurant to an expatriate. Also within the previously mentioned occupation I had to solve the problem among the employees and management with minimum supervision and utmost initiative.

I am willing to travel within Indonesia and overseas in performing my job because I love traveling and adventure.

In conclusion I believe that my educational and working background could contribute significantly to your company. Also I see the potential in your company to climb a ladder towards a career position, which I much desire.

My full particulars are shown on my enclosed Curriculum Vitae along with this application. I enjoy the kind of work I am doing, but wish to continue it in circumstances that offer better prospects and gain a challenging job as a way of obtaining improvement and advancement. I shall be glad to call for an interview at any time.

Yours Sincerely,

Melani Natalia Christine Sinaga Enc



CV

Personal Information

✧ Name : Melani Natalia Christine Sinaga

✧ Date of birth : Jakarta, December 12th, 1977

✧ Religion : Christian

✧ Address : Jl. Cendrawasih 8 no 141 komp Jatiwaringin Pondok Gede 17411

✧ Phone Number : House (021) 8462064 0857 77304277 mythmel23@yahoo.com

✧ Sex : Female

✧ Marital Status : Single

✧ Weight : 48 Kg Height : 158 Cm

Formal Education

✧ Graduated from Bhakti Elementary school in 1990

✧ Graduated from 36 Junior High school in 1993

✧ Graduated from 50 Senior High school in 1996

✧ Graduated from Aksek LPK Tarakanita in 2000

Informal Education

✧ English first Course

✧ Personality Course

✧ English Course at LIA (Lembaga Bahasa Indonesia-Amerika)

Organization Experience

✧ As a coordinator and teacher in Sunday school GBI KAIROS 2000-2002

✧ As a worship leader in GBI Kairos and Gekari Sion until 2004

Work Experienced

Secretary for Marketing Department

PT. Austco Communication System

June 2000 – October 2001 (1 years 4 month), Pondok bambu, Jakarta Timur

Staff II

PT. Surface Mount Technology

May 2002 – May 2003 (1 year)EJIP, Cikarang , Indonesia

Executive Secretary to Managing Director

KAMOME, Japanese Supermarket

Jl Melawai Raya no. 189B, Jakarta Selatan

December 2003 – Feb 2006 (2 year 2 months) Jl. Melawai raya No. 189B. Jakarta Selatan

Secretary to Director (maternity leave)

PT Ensbury Kalteng Mining

Feb 2006 – March 2007 (1 year 1 month) Jl Kemang Raya 2 Plaza Bisnis Kemang, South Jakarta, DKI Jakarta 12730, 021-7196128

Executive Secretary to Managing Director

Kailimang & Ponto Law Firm.

Menara Kuningan Lt. 14., Kuningan, Jakarta

March 2007 – May 2010 (3 years 2 months)

Secretary to Corporate Sales Department

PT Perusahaan Gas Negara Tbk.

Juni 2010 – Sept 2013 (3 years 2 months) Head Office Jakarta – Jl. KH. Zainul Arifin no. 20, Jakarta 11140

Secretary and Junior Analyst to Strategic and Planning Department

PT KORINDO GROUP

Sept 2013-Oct 2015 Head Office Jakarta – Wisma Korindo, Jl. MT. Haryono kav.62 , Jakarta 12780

- Handle incoming and outgoing phone calls, as follows: promptly greet and identify needs of each incoming caller, manage the caller's expectation on regards to return call timeframes, provide detailed messages, redirect any phone call enquiries to other members of staff, arrange out going calls and conference calls

- Maintaining calendars such as scheduling internal external meeting include venue arrangement
- Communicate verbally and in writing to answer inquiries, include incoming mail
- Set up and maintain filing system, correspondence letter, agreements, database. Prepare correspondence and maintain files of correspondence, documents and records, copy and distributes letters, documents, Agreement and other memorandum
- Elicit requirements using interviews, document analysis, requirements workshops, business process descriptions, user cases, scenarios, business analysis and task and workflow analysis.
- Critically evaluate information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract up from low-level information to a general understanding, and distinguish user requests from the underlying true needs.
- Handle all reimbursement, such as medical, parking, gas etc.
- Monitor office equipment needs
- New job description occur such as procurement administration, in charge for receiving request to put the items to procure in the system, keeping records, checking availability budgets, making sure the requested items are delivered, and match the invoice.
- Budget controller for the division; putting approved budget request on the system, control the usage of division budget, and creating additional budget request if needed.
- Handle administrative tasks, reports sufficiently, effective and properly.
- Other duties as assigned

Staff General Affair

PT Kendal Industrial Park

12 November 2015 – December 2016 Head Office Kendal – Jalan Raya Arteri KM 19, Kel. Brangsong, kab Kendal, 51371, Jawa Tengah, Indonesia

Head Of Administration and Logistic

PT Travira Air

05 Januari 2017 – February 2018 , Hanggar Travira Air skatek 021, Bandara Halim Perdana Kusum, Jakarta, Indonesia

- Provide overall management and co-ordination of the work of the administration and logistics teams.
- Manage staff, volunteers and consultants/service providers effectively, using corporate systems and ensuring competencies are equal to the program's demands.
- Support the Country Management Team on Logistics, Admin and Government relations issues – with responsibility for ensuring effective communication, guidance, and transfer of knowledge.
- Ensure timely and effective compliance with all government approvals and other accountability mechanisms, and provide a central point of liaison for government.

- Provide effective administrative and logistics support including transport, accommodation, and venue support as required.
- Liaise with region and affiliate teams, ensuring regional priorities and logistics policies and procedures are understood and applied effectively.
- Utilise and develop management and technical systems as required.
- Draw up budgets for all projects and activities, manage spending within budgets, and provide justifications for variances.
- Ensure that proper administration and logistics systems and procedures are followed in the procurement of goods and services.
- Actively embodies the centrality of influencing

PA for President Director

DNR Corporation,

Mei 2018 – February 2019 , Satrio Tower Lt.22, Jalan Professor Doktor Satrio Blok C4 No.5 RT.7/RW.2, RT.7/RW.2, Kuningan, Kuningan Tim, Kota Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12950

* Reporting to Director

- * Act as the point of contact between the Director and internal/external clients.
 - * Ensure that all confidential secretarial and administrative duties are completed timely and within established company guidelines and handling local (personal) issues.
 - * Handle corporate legal matters.
 - * Source office supplies and handle other external purchasing.
 - * Booking and arranging travel, transport and accommodation, as well as organize any events.
 - * Secretarial functions for the sales office, dealing with correspondence and phone calls, including handle IT matters.
 - * Manage diary and schedule meetings, appointments, presentation, briefs, and produce reports.
 - * Gather, compile, verify, and analyze information for the Director to use in documents, such as : memos, letters, reports, presentations, and news releases.
 - * Devise and maintain office filing system.
 - * Liaise and coordinate with various collaborative teams to drive positive long-term results
-
- * Handling process for implementation of training, meetings, events or other company activities.
 - * Updating information & corporate agreement on hotels, travel agents and business entertainment.
 - * Arranging the itinerary and preparing of : transportation (booked airline ticket / train ticket / renting vehicle), accommodation (making hotel reservation), and Passport or Visa, for manager/employee who will perform business trip.
 - * Assist company guests on transportation, accommodation and create invitation letter for apply Visa (as requested).
 - * Supervise and review daily activities of the company Driver's & Cleaning Service.
 - * Organize and preparing the residence, vehicle, and legal documents (e.g Residence Permit, Passport, Visa) for foreign workers.(take care by agent)
 - * Develop and maintain good relationship with internal (e.g employees) and external (e.g Labor Department, Travel Agents, Hotels, and other Third Party).
 - * Evaluate and analyze all contract/agreement that related with HR & Admin Department (e.g Vehicle Rent, Building Rent, Residence Rent, etc).

- * Supporting and implementing the "Cost Saving" program on daily activities recommended by management.
- * Searching and selecting multiple suppliers before purchasing.
- * Receive and check billing from third party to ensure correct invoice and attached the supporting document before pass to accounting.
- * Other duties as assigned

Secretary For Partners

Aprilda Fiona Hendronoto Soesabdo LawFirm

Dec 2019– August 2020 , Gandaria, Jakarta Selatan, Indonesia

- Provide overall management and co-ordination of the work of the administration and logistics teams.
- Manage staff, volunteers, and consultants/service providers effectively, using corporate systems and ensuring competencies are equal to the programmer's demands.
- Support the Country Management Team on Logistics, Admin and Government relations issues – with responsibility for ensuring effective communication, guidance and transfer of knowledge.
- Ensure timely and effective compliance with all government approvals and other accountability mechanisms, and provide a central point of liaison for government.
- Provide effective administrative and logistics support including transport, accommodation, and venue support as required.
- Liaise with region and affiliate teams, ensuring regional priorities and logistics policies and procedures are understood and applied effectively.
- Utilized and developed management and technical systems as required.
- Draw up budgets for all projects and activities, manage spending within budgets, and provide justifications for variances.
- Ensure that proper administration and logistics systems and procedures are followed in the procurement of goods and services.
- Actively embodies the centrality of influencing

Secretary For EHS Team, Pou Chuen Cosntruction Project, Cianjur

Fusion Safety Management

January 2021– Mei 2022 , Singapore, Australia Head Office.
Secretarial, administrative task.

Workforce Project and GA Spv

East West Seed Indonesia

June 2022– NOW, Desa Campaka, Purwakarta, Indonesia

Secretarial, administrative task. Ticketing and Visa (India and Dutch) Process

I declare that all information given is true and correct. I agree and accept that I will be liable for immediate dismissal if I am found to have false information.

Sincerely Yours,

Melani Natalia Christine Sinaga



AKADEMI SEKRETARI / LEMBAGA PENDIDIKAN KEJURUAN

" T A R A K A N I T A "

Program Studi : Sekretaris
 Program Pendidikan : DIPLOMA TIGA (D. III)

DAFTAR PRESTASI AKADEMIK MAHASISWA

Nama : MELANI NATALIA CHRISTIN
 Tempat, Tgl. lahir : JAKARTA, 12 Desember 1977
 Nomor Pokok / N I R M : 97130391 / 973442910630384

MATA KULIAH	KODE Mata Kuliah	Prestasi				Keterangan
		HM	AM	K	M	
I. MKDU 1. PENDIDIKAN AGAMA	13101	C	2	2	4	
2. PENDIDIKAN PANCASILA *)	13102	B	3	2	6	
3. PENDIDIKAN KEMARGANEGERAAN (KENYIRAN)	13103	C	2	2	4	
4. LOGIKA	13104	C	2	2	4	
II. MKDK 5. BAHASA INDONESIA	13201	C	2	4	8	
6. BAHASA INGGRIS DASAR	13202	C	2	6	12	
7. BAHASA INGGRIS LANJUT *)	13203	C	2	7	14	
8. PENGANTAR MANAJEMEN *)	13204	C	2	3	6	
9. PENGETAHUAN BISNIS	13205	C	2	3	6	
10. PENGETAHUAN HUKUM DAGANG	13206	C	2	3	6	
11. DASAR-DASAR AKUNTANSI	13207	B	3	3	9	
12. HUBUNGAN MASYARAKAT	13208	B	3	3	9	
13. SISTEM INFORMASI MANAJEMEN	13209	C	2	2	4	
14. PENGEMBANGAN DIRI	13210	B	3	3	9	
15. ETIKA PROFESI *)	13211	C	2	2	4	
16. PENGETAHUAN EKONOMI	13212	C	2	2	4	
III. MKK 17. BAHASA INGGRIS NIAGA DASAR	13301	C	2	3	6	
18. BAHASA INGGRIS NIAGA LANJUT	13302	C	2	3	6	
19. KORESPONDENSI NIAGA BHS INDONESIA DASAR	13303	B	3	3	9	
20. KORESPONDENSI NIAGA BHS INDONESIA LANJUT *)	13304	A	4	3	12	
21. KORESPONDENSI NIAGA BAHASA INGGRIS DASAR	13305	C	2	3	6	
22. KORESPONDENSI NIAGA BAHASA INGGRIS LANJUT *)	13306	C	2	3	6	
23. STENOGRAFI BAHASA INDONESIA	13307	C	2	3	6	
24. STENOGRAFI BAHASA INGGRIS	13308	C	2	4	8	
25. PENGETAHUAN KESEKRETARISAN *)	13309	C	2	4	8	
26. PRAKTEK KESEKRETARISAN	13310	C	2	2	4	
27. MANAJEMEN KEARSIPAN *)	13311	B	3	3	9	
28. MANAJEMEN PERKANTORAN *)	13312	C	2	3	6	
29. MANAJEMEN SUMBER DAYA MANUSIA	13313	C	2	3	6	
30. KEPENINPINAN	13314	C	2	2	4	
31. PERPAJAKAN	13315	C	2	3	6	
32. PENGETAHUAN KOMPUTER	13316	B	3	8	24	
33. MENGETIK KOMPUTER *)	13317	A	4	4	16	
34. EKSPOR IMPOR	13318	C	2	2	4	
IV. MKP 35. BAHASA JEPANG	13402	C	2	10	20	
Jumlah			81	118	275	

Nilai Rata-rata : 3.40
 Tanggal Yudisium : 21 September 2000
 Jumlah Kredit Kumulatif : 118
 Indeks Prestasi Kumulatif : 2.33
 Predikat Kelulusan : C U K U P



Keterangan : HM = Huruf Mutu
 AM = Angka Mutu
 M = Mutu
 K = Kredit
 *) = Mata Ujian Negara

Jakarta, 03 September 2001

Drs. Paulus J. Gessing, MM

CERTIFICATE OF ACHIEVEMENT

is hereby granted to :

0857/CTF/LTR/2010

Melanie

In recognition of outstanding accomplishment and contribution to:

WORKSHOP SERVICE EXCELLENCE UNTUK FRONTLINERS

FRONTLINERS DEVELOPMENT PROGRAM

FOR



Gas Negara

Grand Plaza Hotel, Jakarta, August 25th, 2010



Cyllamia Irawan
Chief Executive Officer

DJAJENDRA CORPORATE TRAINING

think simple doing big

Certificate of Attendance

This is to certify that

MELANI NATALIA CHRISTINE

attended the

KEPRIBADIAN DALAM INTEGRITAS DAN ETIKA SEKRETARIS

PT.PERUSAHAAN GAS NEGARA (PERSERO) Tbk

4 Hour Training Session

held at the

Hotel Santika Bandung

Jl. Sumatra No.52-54, Bandung 40115, Indonesia

Friday, 13 Juli 2012

DJAJENDRA

DJAJENDRA

CORPORATE TRAINING

think simple doing big

CORPORATE MOTIVATOR



Certificate of Completion

This certificate No. 51/XI/01/CBDP02892
is awarded to:

Melani Natalia Christine

for having successfully completed the webinar
**Boosting Performance by Disrupting Yourself,
as an *AGILE* LEARNER**

Awarded on February 4, 2021 by



Theodore S. Pribadi
Founding & Managing Partner
éclat CONSULTING



**FUSION
SAFETY
MANAGEMENT**

Fusion Academy

CERTIFICATE OF GRADUATION

Awarded To

MELANI NATALIA CHRISTINE

Graduating From

Hero Code Program - Captains Course

Date: 2021-05-27

Serial No.

cert_9210jg0f



SERTIFIKAT

Nomor: 933.108/TK.02/Diskurtrans

Diberikan kepada
Melani Natalia Christine

atas partisipasinya sebagai PESERTA dalam acara
**Webinar K3 "Penerapan Budaya K3
Pada Setiap Kegiatan Usaha Guna Mendukung Perlindungan Tenaga Kerja
Di Era Digitalisasi"**

Bandung, 8 Februari 2022

Kepala Dinas Tenaga Kerja dan Transmigrasi
Provinsi Jawa Barat



Dokumen ini telah ditandatangani secara elektronik menggunakan sertifikat elektronik yang diterbitkan oleh Badan Penyelenggara Sertifikasi Elektronik (BPSERT) dan Sandi Negara



CERTIFICATE

OF ATTENDANCE

Melani Natalia Christine

has participated in the Webinar of ISO 45001:2018

**EMPOWERING SAFETY LEADERSHIP
TO MANAGE HUMAN FACTOR (SAFETY BEHAVIOUR)**

Presented by M. Effrin Martiansyah
Technical and Operation Manager of CBQA Global Indonesia

Date: 16th February 2021

ANWAR SIREGAR
Director
CBQA Global Indonesia



CERTIFICATE OF COMPLETION



This is to certify that:

Melani Natalia Christine

Has Successfully Attended and Completed Training Entitled:

Introduction to Working at Height & Fall Protection Training

The following topics were covered in this program:

- Requirement and Regulation
- Definitions of Fall Protection
- Risk Assessment
- ABCD (Anchorage, Body Support, Connection & Descent) of Fall Protection
- Fall Restraint vs Fall Arrest
- Tools at Height
- Fall Factor
- Anchorage Classification based on EN795:2012
- Hierarchy Control in Working at Height
- Fall Prevention - Engineering Control
- Fall Prevention on the Open Space
- Fall Prevention - Guard the Hazard
- Fall Prevention - Substitution
- Fall Prevention MWEF Operation
- Fall Prevention on Roof Activity
- Minimum Requirement Working at Height based on ABC Fall Protection



Sandy Fauzlan
Course Instructor
Fleetnix

Setyadi Kristyana
Country Manager
Fall Protection
KStrong Asia

Mahardika Wahyu, S.ST
Chief Executive
Fleetnix

Course Date : 20 March 2022
Course Number : 21220389
Certificate Number : WAH-FPT-89420322