



MIRANTI GIANDARI

JOB TITLE

EDUCATION

MARANATHA CHRISTIAN UNIVERSITY

Management | 0815 - 0220, Bandung

SMA NEGERI 10 BANDUNG

Science | 0812 - 0515, Bandung

SMP NEGERI 37 BANDUNG

0809 - 0512, Bandung

SD MUHAMMADIYAH 7 BANDUNG

0803 - 0509, Bandung

EXPERIENCE

SECRETARY

Karang Taruna RW 06 Kel. Antapani Kidul Kec. Antapani | 0716 - 0718, Bandung

- Make invitations every event that was held by Karang Taruna
- Created and updated physical records and digital files to maintain current, accurate and compliant documentation.
- Facilitated communication between internal and external project stakeholders to keep all parties well-informed.
- Created appropriate documentation for members of board and senior leadership before meetings.
- Promoted team productivity by keeping supplies organized and well- stocked.

PROFILE

A Management Graduate Student with excellent time keeping skills. I am a person who open to challenge and love to learn. Experience has taught me how to build strong relationship with all departments at an organization.

During my degree, I successfully combined my studies with other commitments, showing myself to be self-motivated, organised and capable of working under pressure. I have a clear, logical mind with a practical approach in problem solving and a drive to see things through to completion. I enjoy working on my own initiative or in a team. In short, I am reliable, trustworthy, hardworking, and eager to learn.

SKILLS

Office administration

Organization

Digital File

Management

Verbal and

written

communicatio

n

purchasing

activities

Data Entry

Languages

Bahasa

Indonesia

English

Software

MS. Office

SPSS

CONTACT

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Miranti Giandari

HOBBY

Movie

Music