

# AINA FAULANI

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Jalan Bintaro Puspita IV A / C-5,

Bumi Bintaro Permai

Jakarta, Indonesia

DOB: 13/Feb/1982

## Summary

Experienced in Administrative/Secretarial duties. Always finish everything that I have started. Confidentiality matters.

## Education

### Pelita Harapan University

2004 - 2008

S.Sos. (B.A.)

Communication Science/Public Relations

### Tarakanita Secretarial Academy

2000 - 2003

Advanced Diploma

Secretarial Studies

### Tarakanita Vocational High School

1997 - 2000

Vocational High School

Business Administration/Secretarial Studies

## Experience

### Bain & Company

2019 - 2020

Interpreter/Team Assistant

- Interpreting, e.g. on-site visits, meetings, workshops
- Documents translation
- Meeting room arrangement
- Printing, scanning, and copying documents
- Dinner arrangement
- Access cards arrangement
- Basic research on various topics
- Expenses settlement

### Hong Kong Economic and Trade Office

2017 - 2018

Administrative Support Executive

- Duty visit arrangement
- Reimbursement reporting
- Office calendar management

## Skills

MS Office (Word, Excel, Outlook, and PowerPoint), Lotus Notes, Basic Desktop Publishing (Adobe Photoshop), and Basic Multimedia (Macromedia Director), Switchboard, Typing, Filing, Travelling Management (Ticketing/Accommodation and Formalities), Calendar Management, Translation (English to Indonesian v.v.), and Business Correspondence

## Languages

English (Active), French (Passive), and Chinese (Passive)

## Interest

Reading, Yoga, Music, Movies, and Solo Travelling

## References

1) Mr. Rachmat Hidayat

(HR & Client Manager at PT Andini Gita Kencana)

Contact No.: +62 858 8075 8472

email:

rachmat.hidayat@andinigitakencana.com

2) Mr. Nurhadiyanto

(Consultant in PT Kelly Services Indonesia)

Contact No.: (62-21) 521 1873

email:

nurhadiyanto@kellyservices.co.id

- Filing management
- Research related to Trade/Commercial, Economy, and Public Relations topics
- Procurement assistance
- Translation
- Return reports compilation
- Media-related assistance (media summary, news clipping, and uploading press releases)
- Office events assistance
- Provide assistance to the Director General of HKETO Jakarta in the absence of the Personal Secretary

## **Biro Oktroi Roosseno**

2016 - 2017

Secretary

- Calendar management
- E-mail management
- Filing management
- Business correspondence
- Traveling management
- Mailing distribution
- Annuity administration support

## **Codeltra Asia**

2015 - 2016

Personal Assistant/Secretary to Director

- Calendar management
- Assisting training courses
- Filing management
- Business correspondence
- Drafting/editing presentation slides
- Managing office stationery
- Travelling management
- Office facilities management
- Taking minutes of meetings

## **International Organization for Migration**

2012 - 2013

Receptionist/Administrative Assistant

- Handling visitors
- Handling incoming and outgoing calls
- Distributing incoming and outgoing mails/faxes
- Updating staff contact lists, emergency numbers, and various agency contact numbers
- Handling meeting room bookings
- Checking and updating Staff Attendance Record
- Handling PRF (Purchase Requisition Form)
- Coordinating payments for electricity, satellite phones, and mobile phones
- Updating Index of IOM Indonesia Instructions
- Updating Indonesia Sub-office Management Check List Database
- Filing

## **Queensland Nickel Pty. Ltd.**

2010 - 2012

3) Mr. Bintang Dwi Nur Respati  
(Former HR Manager in Biro Oktroi Roosseno):  
Contact No.: +62 812 909 5718  
email:  
bintangrespatibor@gmail.com

4) Mrs. Zalvika Styaningsih  
(Procurement/Logistics Officer in International Organization for Migration):  
Contact No.: (62-21) 5795 1275  
email: zstyaningsih@iom.int

#### Office Administrator

- Handling incoming and outgoing documents
- Handling incoming and outgoing phone calls
- Financial reconciliations
- Filing
- Arranging appointments (meetings)
- Preparing monthly draft report
- Arranging business trips
- Shipping documentation

### **PT BHP Billiton Indonesia**

2008 - 2010

#### Administrative Assistant

- Handling incoming and outgoing documents
- Handling incoming and outgoing phone calls
- Financial reconciliations
- Filing
- Arranging appointments (meetings)
- Preparing monthly draft report
- Arranging business trips
- Shipping documentation

### **PT Sebelas Permata Putih (SPARKLE)**

2003 - 2004

#### Secretary to Director

- Handling incoming and outgoing letters
- Handling incoming and outgoing phone calls
- Handling petty cash
- Filing
- Arranging appointments
- Arranging business trips
- Arranging meetings
- Arranging special events

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