**CURRICULUM VITAE**

**Personal Details**

Surname : Star

First names : Desta Polis

Date of birth : December 14th 1986

Place of birth : Jakarta, Indonesia

Nationality : Indonesian

Marital status : Single

Address : Jl. Raya Pemogan Gang Catur Warga number 15

Phone: : +6285814888986

Email : destainstar@gmail.com

**Languages**

Fluent in the English and Indonesian languages

**Education**

*Secondary schools*

1998 –2001 : Junior High School On SMP N 4 Serpong

2001 –2004 : Senior High School On SMU N 1 Serpong

**Work experience:**

* **2005 : Private English Teacher For Junior High School**
* **2006 : Finance adviser Insurance For PT. Prudential Life Insurance**
* **2006 : SPG on Terminal Music**
* **2006 - August 2008 : Product Specialist For PT. ACE Hardware**

Jobdesk :

* Manage display
* Receiving goods
* Selling goods
* Cleaning goods
* Make reports every day
* Ordering goods
* Target quota for sales
* **September 2008 - October 2009 : Customer Service and Admin On PT. eStore Apple.**

Jobdesk :

* Person who puts the customer data on the computer
* Learning and updating technology from apple intl. company
* Receiving and returning back customer unit
* Receiving and updating customer Goods status with follow up information
* Managing consumer products logistics
* Manage administration for documents
* Giving price for spare parts,
* Cashier
* **2009 till April 2010 : Sales Assistant on PT. Berca Retail group**
* **May 2010 - November 2011 : Secretary on PT. BinaAlam Mandiri ( English Today Jakarta )**

Jobdesk :

* Managing Working schedule for the Director
* Minutes meeting, Sales and Administrator person
* Tax reports
* Managing trips for the Director for tickets, accommodations, etc.
* Surveyor for reports from teachers
* Managing for search engine optimization of company
* Controller of petty cash and float money
* **December 2011 till January 2012 : Administrator on BaliBaci gallery on Club Mediterania, Nusa Dua, Bali**
* **January 2012 till May 2013 : Corporate Secretary on PT. Storm Bali Distribusi, Denpasar, Bali.**

**Last Jobdesk as Corporate Secretary :**

* Personal Assistant to the General Manager, and/or consultants and other executive-level positions
* Complete administrative tasks on a daily basis, information gathering, sorting and categorizing of that information
* Delegating the processed information to the appropriate departments within the company in a timely fashion
* Scheduling appointments, meetings and conferences for business procurement or for presentation to be delivered
* Booking calendars for the reporting managers and scheduling his appointments and meetings
* Maintaining the data shared between the departments, by filing and recording the information accordingly (as hard copies/electronic filing system)
* Answering phones, and providing necessary information to the individual departmental managers and processing the new information
* Greeting clients and visitors and giving them an outline of the nature of business of the organization
* Attending meetings and official events on behalf of the General manager when required to prepare the minutes of future meetings
* Ensuring the authenticity of office policies and procedures and supervising support staff
* Well versed in domains of politics, legislation, legal procedures and office administration system.
* **July 2013 - October 2013 : Admin division / Secretary for PT. Balanced Life, Business partner for wellness program on PT. Newmont Nusa Tenggara.**

**Jobdesk :**

* Preparing the schedule for gym, swimming pool, public events, nutritionist consultation, and wellness division
* Intermediation and translator between the personal trainers, management, and clients
* Making events, preparing budget, manage the equipments and crew for events
* The preparation and production of posters, fliers, and banners for the events on NNT’s townsite
* Updating the data for the division every week
* Sending report and approval to Facility and Service division of PT. Newmont Nusa Tenggara

( NNT )

* Managing data and documents of Balanced Life division
* Managing the payment sand salaries for the division
* As a public speaker on the event and giving consultation and information about healthy life style to NNT’s employees
* Making appointments and managing traveling time for the management and staffs
* Taking the minutes meeting for the Balanced Life division
* **October 16th 2013 - February 28th 2014 : Magazine assistant for Inspired Bali**

**Jobdesk :**

* Personal assistant for the manager
* Taking the minutes of every meeting for every meeting
* Making schedule and time keeper of deadlines for the writers, publishers and contributors
* Sales representative for the magazine
* Public speaker for every event which Inspired Bali ( IB ) involved
* Managing data and articles for Inspired Bali Magazine’s website with iJoomla
* Managing the social media account and information to be share to the public
* Preparing the deadlines for clients who would like to put advertisements in IB
* Making appointment's with clients by approaching them to put ads in IB
* Maintaining the relationship between IB and its clients
* Update every issue of IB to the website and social media outlets
* Making deals and payments to the printing and publisher
* Following every workshop and giving ideas for IB
* **Match 3rd till May 28th 2014 : System Administrator for Canopy Art Bali**

**Jobdesk :**

* As Administrator and data entry for CAB
* Taking the minutes of every meeting for every meeting.
* Making schedules and time keeper for deadlines for the Drafter, Suppliers, Installer, and updating new information to the Client
* Telemarketing agent
* Managing data, sales, profit and loss, documents and handover job contacts for every project from CAB to Client.
* Making appointments with Clients to buy CAB products.
* Managing stock control of materials
* Managing schedule for projects
* Flexible job desk when available

Best regards,

Desta Polis Star