

MUCHLISAH

Jl. Sulaeman Gg. H. Jabar

Rt 04/01 No. 9

Petukangan Utara

Jakarta - Selatan

Mobile :+62 856 9550 4129

Kind attention :

**HRD Manager**

At place

Dear Sir/Madame,

It is within my understanding that your company are now recruiting job applicants for certain position, therefore I would like to be a part of your dynamic team as **Secretary / Personal Assistant.**

Hereby I’ve enclosed my resume as a first step in imploring the possibility of employment with your company and I believe that it would be justified with my personal qualifications.

I am female, 36 years old, graduated from Senior Economic High School taking Accounting as my major. I am computer literate and also comfortable on communicating in English.

Presently I am working at Merlynn Park Hotel as Executive Secretary For Regional GM & COO and my previous job at British Embassy Jakarta as ISS Receptionist since 2012 until August 2014.

I am sure that I can be an asset in your company and I also believe that I will find your company as an exciting and challenging work environment.

I sincerely hope that the all above information would meet your requirements and I would appreciate your consideration on giving me your most convenient time for interview.

Thanking you.

Yours sincerely,

**MUCHLISAH**

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| **C**  **U**  **R**  **R**  **I**  **C**  **U**  **L**  **U**  **M**  **V**  **I**  **T**  **A**  **E** | **PERSONAL INFORMATION**  Name  Place & Date Of Birth  Religion  Address  Mobile number  Email Address  **EDUCATIONAL BACKGROUND**  **WORKING EXPERIENCE**  **Award**  **Trainings** | :  :  :  :  :  : | **MUCHLISAH**  Jakarta, 12 January 1978  Moslem  Jl. Sulaeman Gg. H. Jabar No. 9  Rt 04/01  Petukangan Utara  Jakarta - Selatan  0856 9550 4129 / 0898 0195 498  [lisa.sucipto@gmail.com](mailto:lisa.sucipto@gmail.com)   * 1984 – 1990 Elementary School, SDN Cipete Utara 01 Pagi * 1990 – 1993 Junior High School SMPN 12 Jakarta * 1993 – 1996 Senior Economic High School SMEAN 3 major in Accounting * Fourth semester at Universitas Terbuka Jakarta, major in Business Administration   **July 1996 – July 1997**  Have worked at PT. DinamikAgrakersa Jakarta as Receptionist  **August 1997 – March 2000**  Have worked at PT. Bank Bali, Tbk as Assistant Administration  **March 2000 – March 2001**  Have worked at Golden Dragon Restaurant, Ridgecrest, California, USA as Cashier  **January 2002 – September 2006**  Have worked at PT. AngkasaInterland (Puri Casablanca Apartment) as Tenant Relation Coordinator  **October 2006 – January 2007**  Have worked at PT. Cinema Layar Merah (Merah Communication) as Production Assistant  **February 2007 –March 2010**  Have been working at Manhattan Hotel Jakarta (Sunlake Group Of  Hotels) as Banquet Coordinator and Secretary for EAM  Job description :   * Maintain all daily routine of EAM * Make Daily Progress Report of F&B revenue to EAM * Arrange meeting schedule for EAM * Up date contract for all suppliers * Support Banquet Manager for making daily Function Order   **March 2010 – March 2012** at Merlynn Park Hotel as Sovereign Club Manager For Sunlake Group Of Hotels (Five Star Hotel : Sunlake Hotel, Manhattan Hotel & Merlynn Park Hotel and 4 Star Hotel : Metro Hotel Semarang).  Job description :   * Maintain promotion for Sovereign Club * Find prospect customer for Sovereign Club * Make monthly and yearly event for Sunlake Group Of Hotels * Maintain all daily routine of Regional GM & COO * Arrange meeting schedule for EAM& Regional GM & COO * Up date contract for all suppliers * Dealing with media for promotion such as Jakarta Java Kini, Jakarta Post, Kompas, Jakarta Globe, Now Jakarta, Time Out Jakarta, Global TV,O Channel * Make budget report for special event in Hotel * Maintain events in Hotel * Dealing with Banks for promotion in rooms and F&B (with Bank Mega, ANZ, BNI and Foreign Club)   **August 2012 – August 2014** at British Embassy Jakarta as ISS Receptionist  Job description :   * Maintain incoming and outgoing calls * Maintain daily visitors for non VIP’s and VIP’s for Ambassador and Staff * Maintain specific incoming calls specially for British Consulate and Visa * Maintain daily incoming mails * Support all FCO staff for any enquiries such as : stationary, business card order, meeting rooms set up. * Arrange daily courier messenger * Arrange weekly booking for DHL * Arrange schedule for pest control specially for residences and apartment for FCO staff * Maintain weekly personal banking service from G4S for FCO staff   **Present – Merlynn Park Hotel as Executive Secretary For Regional GM & COO**  Job description :   * Maintain daily schedule for Regional GM & COO. * Arrange meeting with Ministry Of Tourism, CEO’s, COO’s from travel agents, airlines, hotels. * Arrange the weekly business trip of Regional GM & CEO, for hotel stay, air tickets, meeting room. * Preparing all documents needed for GM & CEO presentation. * Make concept for every promo/event for three 5-star hotel group (Merlynn Park Hotel, Manhattan Hotel, Sunlake Hotel). * Maintain the hotel branding with travel agents, medias, e-commerce, social media & website. * Dealing with all media (tourism magazine, newspaper, social media) for any events at Sunlake Group Of Hotels. * Budgeting all events & promotions for Sunlake Group Of Hotels.   **27th December 2010**– **Appreciation Awards from Sunlake Group Of Hotels**  *For an Outstanding Performance, Enthusiasm, Dedication and Hard Working.*  **26th March 2014 - Government Security Classification**  from Foreign Commonwealth Office, British Embassy Jakarta  **25th June 2014 – Health & Safety Training (Hot Works)**  From ISS Facility Service  **25th June 2014 – Health & Safety Training (Confined Space)**  From ISS Facility Service |
|  |  |  | **7th July 2014 – Health & Safety Training (Pest Control)**  From ISS Facility Service |