

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**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **C****U****R****R****I****C****U****L****U****M****V****I****T****A****E** | **PERSONAL INFORMATION**Name Place & Date Of BirthReligionAddressMobile numberEmail Address**EDUCATIONAL BACKGROUND****WORKING EXPERIENCE****Award****Trainings** | :::::: | **MUCHLISAH**Jakarta, 12 January 1978MoslemJl. Sulaeman Gg. H. Jabar No. 9Rt 04/01Petukangan UtaraJakarta - Selatan0856 9550 4129 / 0898 0195 498lisa.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 EAMJob 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 ReceptionistJob 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 |