CURRICULUM VITAE

Putri Inggrid Namido
Jakarta, 3 September 1991
Jl. Perdagangan IX No. 18 Bintaro Jakarta Selatan 12330
0812 8492 8575
putriinggridnamido@gmail.com

Skills

- Good at administrative
- Arranging accommodation
- Communicate professionally
- Excellent in speaking or writing in English
- Computer literate (Ms. Office and adobe)
- Internet literate

Personal Skills

- Hard worker
- Positive attitude
- Good team player or individual
- Multi tasking
- Punctual

Working Experience

Secretary at PT. NYK LINE INDONESIA **August, 2014 – present**

Job Description :

- Making appointments and managing diaries
- Booking rooms and travel arrangements
- Booking golf or restaurant reservation
- Distributing papers and documents from or to BODs
- Dealing with post, gifts or florist
- Drafting letters and other documents, such as Invitation letters
- Making car expense for BODs' drivers
- Maintaining filing systems
- Answering the phone and answering queries
- Photocopying and printing
- Using various computer packages - Word, Excel, PowerPoint
- Translate from Indonesia to English

Education

2009 – 2014

English Department at Atma Jaya University

2006 – 2009

90 Senior High School Jakarta

2003 – 2006

161 Junior High School Jakarta

1997 – 2003

Niaga Eka Sari Primary School

Informal Education

2010-2012

Wall Street Institute in Jakarta

Activities

❖ Ninety cup IX as staff of consumption	**2007**
❖ Ninety cup X as staff of registration	**2008**
❖ Malam Keakraban Renang & Selam as staff of transportation	**2010**
❖ FRUITY (from us to you) as staff of consumption	**2010**
❖ Seminar “Linguistic in Action” as treasurer	**2012**
❖ Charity Night as staff of registration, publication, documentation and public relation	**2012**

I declare that the above written particulars are true to the best of my knowledge and belief.

Sincerely yours,

Putri Inggrid Namido