**Curriculum Vitae**

**Personal Data**

Name : Emy Fakhriyati

Sex : Female

Place of birth : Jakarta

Date of birth : 2 February 1985

Address : Jl. Batas 1 No. 49 RT 008/03 Kalisari, Pasar Rebo, Jakarta Timur

Mobile phone : 081218172332

Email address : [emyfakhriyati@gmail.com](mailto:emyfakhriyati@gmail.com)

**Education**

1999 – 2002 : SMA Negeri 39 Jakarta

2002 – 2007 : Bachelor Degree of International Relation in Universitas Nasional Jakarta

2001 – 2004 : English Course in LIA Pengadegan Jakarta

**Working Experience**

2008 – 2014 : Finance and Administration Staff in SETARA Institute (NGO)

January 2015 - Now : Program Manager in SETARA Institute (NGO)

**Job Descriptions**

As a Finance :

* Managing financial and administrative matters
* Preparing internal and project financial reports
* Making budget plan for proposal to donor/funding
* Implementing proposal budget of donor/funding
* Making a cashflow

As a Program Secretary :

* Implementing program activities (with the coordination of Program Manager)
* Holding and arranging a discussion, seminar or workshop
* Correspondence in English and Bahasa Indonesia
* Translating papers (for Bahasa Indonesia and English)
* Preparing travel arrangement (hotel, airline ticket, etc.)
* Ensuring that all program activities are running as scheduled

As a Program Manager :

* Planning, managing and implementing programs activities.
* Preparing for program narrative reports.

**Abilities**

* Operating computer programs and internet
* English oral and written
* Data input
* Filing
* Communication
* Correspondence