

Sekar Ayu

085714919502

sekarsabe@gmail.com

<https://www.linkedin.com/in/sekar-sabe>

25 years old

Cempaka Putih, Jakarta Pusat 10510

Fully Covid-19 vaccinated with booster (3rd dose)



Professional Summary

- Over 6 years of work experience.
- Continuing education with a master's degree in Electrical Engineering at the University of Indonesia to pursue deeper knowledge about energy management and electrical power, seeking a position to advance in my career.
- Calmly prioritize and planned multiple tasks and finished the tasks promptly.
- Contributed to the improvement of SOP to minimize risks and errors to 0,4%.
- Developed and implemented SOP to optimize workflow cross-division.
- Handled billing documents for multiple projects, fulfilled the specified checklist and standard, and boosted the time of approval with users by 50%.
- Trained 2 administration staff and supervised 2 interns.

Relevant Skills and Proficiencies

- Microsoft Office (Microsoft Excel, Word, PowerPoint, Outlook, Publisher)
- Google Workspace (Google Suite such as Gmail, Drive, Docs, Sheets, Slides)
- Active English language

Work History

Billstone Luxury Indonesia Group

Web Administration (April 2021 – Present)

- Calmly prioritize and planned tasks to support 4 divisions; support Marketing on correspondences with external representatives, update Sales on price and manage sales data, assist Customer Service to solve customer's issues including order and delivery problems, support Warehouse on managing data of products specification.
- Manage stock, price, description, and images on a website and multiple online marketplaces, increasing accuracy to 99,6%.
- Contributed to improvement of standard operating procedure (SOP) of processing online orders to minimize risks and errors to 0,4%, while fulfilling the Service Level Agreement (SLA) of E-commerce and customer happiness index.
- Developed, documented, and implemented a SOP to optimize workflow cross-division on validating invoices from Indonesia and International courier services (DHL, FedEx, Aramex), ensuring the chargeable weight and cost are in accordance with product data and shipping rate.
- Utilize 3 online software; online accounting (Mekari Jurnal), omnichannel retailing (Vinculum), and business management (Odoo ERP, Enterprises Resources Planning).

Sab'a System Solution PT.

Administration Staff (November 2015 – December 2020)

- Assisted Manager Administration on various office administration tasks, including managing the use of office supplies.
- Trained 2 administration staffs and supervised 2 interns on the day-to-day task of the Admin Division.
- Handled billing documents such as Work Order (WO), Bill of Quantities (BoQ), and Berita Acara Serah Terima (BAST) for Telecommunication projects; survey, installation, and troubleshooting of radio and modem.
- Fulfilled the specified standard of project billing documents, boosted the reconciliation time for approval with the user by 50%.

Self employed

Private Tutor (July – December 2016)

- Provided one-on-one study support and feedback for junior high school students, in 6 subjects: Mathematics, Natural and Social Sciences, Civics, Indonesian, English.
- Developed action plans based on student's academic goals.
- Increased student's understanding of the curriculum and increased grade average.

Education

Master's Degree, University of Indonesia (August 2021 – Present)

Magister Teknik Elektro Universitas Indonesia, Manajemen Energi & Ketenagalistrikan
Electrical Engineering: Electrical Power and Energy Management. Current GPA 3.63

Bachelor's Degree, University of Muhammadiyah Jakarta (Graduated in 2020)

Sarjana Teknik Elektro, Teknik Tenaga Listrik Industri
Electrical Engineering: Industrial Electricity Power. GPA 3.7

STM Pembangunan Jakarta / SMK Negeri 26 Jakarta (Graduated in 2016)

Vocational High School

4 years Program (incl. 10 months internship): Industrial Electronics Engineering

Recent Achievement

2021 The Most Favorite Employee of the Year – Billstone Luxury Indonesia Group

2016 Highest National Exam Score (NEM Tertinggi) of SMK in Jakarta: score 379,6

Recent Training and Courses

2022 Technical Report Writing for Engineers by FutureLearn

2021 The Complete eBay Course – eBay From Beginner to Advance by Udemy

2021 Introduction to Business Management by FutureLearn

2021 Drafting and Negotiating Commercial Contracts: A Guide to Contract Law for Non-lawyers by FutureLearn

2021 Covid-19: Psychological First Aid by FutureLearn

2021 Introduction to Digital Marketing Mini Course by Revou