

**Nunung**

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**Objective**

To find a position that will support marketing, sales and office management. Idesire an organization that has a potential for advancement and educational growth. I would like to work for an organization that values honesty, integrity and respect in the work place. I bring a vast amount of experience which I have gained while working in managementadministrative occupations throughout the years.I would like to further my career goals by enhancing my experiences and opportunities with a company whom desires to positively succeed as part of a team.

**Key Skills**

Subject Matter Expert (SME) experienced in the following:

* Team member building exercises
* Computer based technical applications i.e. MS Office, Adobe Photoshop
* Management
* Research
* Negotiation
* Contracts
* Record keeping

**Qualifications**

* Able to listen, speak, read and write English standard.
* Have working knowledge of MS Windows and MS Office.
* Has a minimum of 5 years practical experience in the application of administrative office.
* Letter of reference and documentation of formal training and experience

**Education**

Literature of French Program, Semarang State University, 2006-2010

**Work Experiences**

**August 2015 – July 2016, Manpower: Administrator, Doha-Qatar**

* Maintaining personal and business files
* Answer, screen and forward any incoming phone calls while providing basic information when needed
* Supporting marketing and strategic planning activities
* Note taking & creating documentation
* Maintained a sufficient record of office supplies
* Travel & itinerary
* Liaison with multiple Embassy’s in conjecture to make Third Country Nationals (TCN’s) legal to work in Qatar
* Liaison with Qatar Chamber of Commerce
* Liaison with Qatar Medical Commission
* Liaison with Qatar Ministry of Interior, Immigration and Customs
* Issue and develop Contracts

**August 2015 – July 2016, Freelance: Sales & Management Property, Doha-Qatar**

* Establishes rental rate by surveying local rental rates; calculating overhead costs, depreciation, taxes, and profit goals.
* Attracts tenants by advertising vacancies; obtaining referrals from current tenants; explaining advantages of location and services; showing units.
* Contracts with tenants by negotiating leases; collecting security deposit.
* Accomplishes financial objectives by collecting rents; paying bills; forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective action.
* Maintains property by investigating and resolving tenant complaints; enforcing rules of occupancy; inspecting vacant units and completing repairs; planning renovations;
* Maintains building systems by contracting for maintenance services; supervising repairs.

**July 2013 – July 2015, PelangiGordyn: Store Manager, Bekasi-Indonesia**

* Making Interior Design
* Logistic and distribution of interior design materials
* Advertising and Marketing
* Suggest customers to find the best products
* Responsible for handling the petty cash and keeping the record of expenses
* Provided administrative services to the company CEO
* Maintains staff by recruiting, selecting, orienting, and training employees

**January 2011 – July 2013, Mega Group Indonesia: Supervisor, Jakarta-Indonesia**

* Supervise a team to maximize sales and reduce stock loss through actively working on the shop floor
* Demonstrating and driving excellent customer service
* Ensure that all sales associates are highly motivated and developed and deputies for the company CEO during periods of absence
* Maintains staff by recruiting, selecting, orienting, and training employees
* Provided administrative services to the company CEO

**August 2006 – July 2015, Freelance Marketing and Event Organizer**

* Delivering highest level of customer serviceand follow the company guideline of selling
* Selling and up-selling company products
* Help customers to find the goods they want
* Give information on products and prices
* Take payment