

**Personal Information**

Amanati

[Amanati.375372@2freemail.com](mailto:Amanati.375372@2freemail.com)

**Profile:**

5 year of experience as Secretary in contractor company, maintain relationship with customers

4 year experience as Procurement and Logistic, in Developing Oil and gas Company, maintenance relationship vendor and supplier.

Development strategic relationship/partnership building skill, to archive win-win solutions.

**Languages:**

-English (Fluent)

-Indonesia (Native)

**Education:**

2003 – 2004

Diploma I of Secretary

Polytechnic University of Indonesia

2004 – 2007

Diploma III of Management Administration

Polytechnic University of Indonesia

**Training:**

ISO 9001 - 2008 Quality Management

**Experience**

**August 2013 - Present**

**Procurement & Logistic Third Wave/Tiga Ombak (Drilling Tools Company) Jakarta**

- Correspondences with Vendor

- Manage/obtain Great deal with vendors

- Maintaining good and solid relations with airlines and Hotel

- Handle trucking to send tools on time delivery

- Arrange transport/freight forwarding for Import & Export with authorized agents

- Check, and Control incoming invoices

**Nov 2012 - July 2013**

**Admin Assistance Ecosse Energy (Oil & Gas Company) Jakarta**

- Preparing document for Tender

- Monitoring & report document in & out

- Made Quotations for customer

- Create quotations in consultation with the Supervisors

**April 2011 – October 2012**

**Sales & Marketing Design Interior ERI ZULIAN (Design Company) Jakarta**

- Approaching with Customer, Maintenance Customer

- Be responsible for receiving orders from customers until done

- Maintaining good and solid relations with Customer

- Doing marketing and promotion

- Reporting all the process to a General Manager

**January 2010 – March 2011**

**Secretary for Area Manager SMITH TOOL INDONESIA) (Drilling Tools Company)**

- Travel arrangements.

- Drafting letters and other Documents.

- Preparing and Distributing papers and documents for meetings.

- Handle Patty Cash

**Dec 2009 - Dec 2010**

**Secretary for Office PT. BANGUN KARYA INDAH (Contractor Company)**

- Doing Tender document preparations with

- Drafting letters and other Documents

- Correspondence with Customers