Image result for email icon

[Monica.380114@2freemail.com](mailto:Monica.380114@2freemail.com)

**ABOUT ME**

Abu Dhabi, UAE

Dubai, UAE

**Shangri-La & Traders hotel**. March 2009 – January 2013.

Secretary, Executive Assistant to Chief Engineer & Store Admin Supervisor

* Awarded Silver Awards. July 2012 & June 2010

**ProVita International Medical Center**. February 2013 – December 2014.  
Admin Assistant – Facilities. Receptionist, operator, patient relation

* Persuaded resident calendars, doctor appointments, organized both clinical & non clinical agendas, meetings & events
* Rewarded thank you notes, CEO & Colleagues. 2013 & 2014

**ConvergINCommunications Consultancy.** July 2008 – January 2009.

Executive Assistant to Site Manager.

A double certified of Executive Personal Assistant & Human Resources recruitment, attaining basic understanding Arabic, won several awards & rewards with success stories proof, having 9 years UAE experience, focusing in Admin, expanded my expertise into HR & finance. Immediate to serve the competence as any expert Admin/Secretary/Office Manager/HR Generalist/Finance Assistant posts



**Universitas 17 Agustus 1945 – Semarang, Indonesia,**

**majoring in Economics Management & Finance**

EDUCATION

* ***Executive Personal Assistant.*** *RiseAssist Business Training, Women empowering. Dubai 2017. Graduated through scholarship as the best student in November class.*
* ***Human Resources Recruitment.*** *Nadia Institute, Abu Dhabi 2018. Graduated with excellent mark.*

**Kleenoil Middle East (c/o HCS Hydrocarbon Solutions)**. January - April 2015.  
Office Manager. Executive Assistant to General Manager.

* Authorized General Manager’s diary agenda, calendar management
* Regulated 2 subordinates

**Millward Brown**. May 2015 – January 2018. Admin cum HR Assistant.

* Promoted as HR Recruitment, 2016. Receptionist, operator, petty cash
* Office administrator. Ensured over 300 local staffs’ various demands. Administered, & acted in coordinating the logistics of admin, finance & HR
* Clients relationship management, acted customer services
* Redesigned corporate letters, selected as templates for regional MENA offices. Restructured driver schedules, formulated expenses report
* Surpassed 2015 probation final examination by settling 110 old pending invoices in three weeks. Part timer accountant/cashier
* Rewarded testimonies: great achievements, good works & positive attitudes
* Travel & meeting logistics. Training & events. Supervised 2 subordinates

**ADDRESS**

**INDONESIA’S HOME BASED EXPERIENCE**

• **Fortuna Informatika Nusantara**. January – July 2008. Marketing Specialist

• **Infinys System Indonesia**. March 2007 – July 2007. Marketing Communication Manager

• **SCS Astragraphia Technologies (Astragraphia Information Technology Solution)**.

July 2000 – March 2007. Marketing Communication Specialist, Librarian & Secretary

• **Microsoft Indonesia**. September 1998 – June 2000. Customer Access Unit, Community Development Program. Event Organizer.

**UAE EXPERIENCE**

CERTIFIED EPA&HR-RECRUITMENT

Bachelor of Economics  
Monica