

ANUGRAH SAPUTRA KURNIAWAN

Administrative Assistant | Office Operations Specialist

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PROFESIONAL SUMMARY

Detail-oriented and results-driven Administrative Assistant with 5+ years of corporate experience streamlining office operations, managing executive calendars, coordinating cross-departmental logistics, and handling vendor procurement. Demonstrated entrepreneurial adaptability, stakeholder communication, and community engagement through independent ventures and educational service from 2019 to 2024. Proven track record in maintaining high accuracy in document management, filing systems, and expense reporting. Skilled in leveraging digital productivity tools (Google Workspace, MS Office Suite) to optimize workflow. Holds a Bachelor's degree from Universitas Indonesia.

CORE COMPETENCIES

- **Administrative Operations:** Executive Support, Calendar & Schedule Management, Travel & Event Logistics, Vendor Management
- **Process & Data Management:** Expense Reporting, Data Entry & Reconciliations, Physical & Digital Archiving, Tender Document Support
- **Client Relations & Management:** Customer Service, Direct Sales & Inventory Tracking, Route & Logistics Coordination, Stakeholder Communication

PROFESSIONAL EXPERIENCE

Marketing & Administrative Staff | PT. IPLand Syariah | Bogor, Indonesia May 2024 – Present

- **Processes and reconciles** monthly company expense reports and procurement data entries using MS Excel and Google Sheets, ensuring zero delay in reimbursements.
- **Coordinates event logistics and timelines** for 5+ product marketing campaigns, team meetings and client workshops across design, content, and media teams.
- **Maintains and audits** digital and physical filing systems to guarantee 100% document accessibility and regulatory compliance.
- **Manages purchasing data entry** and monitors office inventory levels to streamlines vendor procurement processes.

Independent Professional & Entrepreneurial Ventures | Jakarta & Bogor, Indonesia October 2019 – April 2024

- **Manges independent business operations**, overseeing direct book sales, inventory management, customer acquisition, and financial record-keeping.
- **Coordinated daily logistics and route scheduling** for a school pick-up and drop-off service, maintaining strict adherence to tight timetables and client safety.
- **Instructed extracurricular Tahsin education**, developing structured learning modules, managing student progress reports, and communicating effectively with parents and school stakeholders.

Administrative Assistant | PT. Solo Galaksi Mandiri | Jakarta, Indonesia June 2014 – September 2019

- **Delivered comprehensive administrative support** to the Operations Manager and a team of 5 field technicians, efficiently managing calendar scheduling for 20+ weekly client appointments.
- **Facilitated employee onboarding procedures**, coordinating workstation setups, IT system access requests, and orientation schedules for incoming staff.

- **Managed front-desk operations and incoming communications**, professionally resolving routine client inquiries and routing messages to appropriate team members.
- **Monitored office supply inventory** and coordinated maintenance schedules for office equipment to prevent operational downtime.

Administrative Assistant | PT. Trikenca Sakti Utama | Jakarta, Indonesia *May 2012 – November 2013*

- **Assisted in preparing and compiling** administrative bidding and tender documents under tight deadlines.
- **Structured electronic and physical document repositories**, standardizing record-keeping protocols across office units.
- **Handled high-volume incoming phone calls** and maintained daily front-desk reception services with strong stakeholder communication.

EDUCATION

Bachelor of Public Health | Universitas Indonesia, Depok, Indonesia (Graduated 2009)

CERTIFICATIONS & TRAINING

- **Sharia Business School** (2018)
- **Sharia Property Developer Workshop** – Class 10, Jakarta (2017)
- **Internal Audit Integrated Management System** (ISO 9001:2008, ISO 14001:2004 & OHSAS 18001:2007 based on ISO 19011:2012) – (2013).

TECHNICAL SKILLS

- **Software & Suites:** Microsoft Office (Word, Excel, PowerPoint), Google Workspace (Gmail, Docs, Sheet, Calendar)
- **Virtual Collaboration:** Zoom, Google Meet
- **Office Equipment:** Multi-line Phone Systems, Copiers, Scanners, Printers