

LORENDA RIAYAT BRATAWINANGUN

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Profile

- My job experience as an office manager with over 15 years, providing administrative support, GA & HR support. I'm detail-oriented, self-motivated, attention to the details, and good at team management
- Possess strong multitasking skills with the ability to manage multiple schedules, coordinate company events, and facilitate workshop simultaneously
- Ability to develop reports related to accounting, finance, general administrative and human resources

Professional Experience

- **Costco** (August – September 2024) – Guelph, Canada
Position / title: Cashier Assistant
Job description:
 - Assist the Cashier to loading and packing the Member's stuff
 - Greeting the Customer
 - Assist the Member with the product knowledge and make sure they satisfied with the product they have bought
 - Inform the Member of new circulars or weekly promotions
 - Cleaning the registrations area and in charged as inside security
 - Learning how to input items in the cashier system
- **Commerzbank AG** (February 2010 - August 2021) - Jakarta, Indonesia
Position / title: Office Manager
Job description:
 - Managed the office's administration and liaise with Administration Department in Head Office, Germany
 - Managed and prepared contract/agreement of the Vendor/Supplier/Provider and ensured the contract/agreement meets the standard of the company's compliance
 - Managed relationship with and acts as points of liaisons to Building Management, Tax Authority, Labor Authority and Government Authorities related to the Bank's businesses & operations
 - Provided general administrative support: organized meeting/workshop/event, assets, travel arrangement, organized work & stay permit processed for Senior Representative
 - Managed and prepared Accounting/Finance works: the office's budget, expenditure, petty cash, entering expenses in the system, invoice from the supplier, voucher, bank transfer and bank reconcile & monthly financial report
 - Provided general affair and human resource works: office's logistics, payroll, insurance, taxes, mobile phone, key cards, ID cards, holiday for staff and prepared daily schedules for Office Boy and Driver
 - Ensured smooth operations of office equipment and machinery and arranged for any maintenance and repair work

Achievement:

 - In 2020 when the pandemic of Covid 19, bargained with some Vendors/Suppliers to reduced the monthly cost. Succeed to reduced 15 – 25% of the monthly cost.
 - Succeed to assist Head Office and Representative Office Jakarta Indonesia for the closure process of Commerzbank Representative Office in Jakarta with the tight schedule/deadline (2 months, from June 2021 - August 2021)
- **April 2009 - January 2010 (Devoted efforts to temporary family situation)**

- **PT. Peralihan Arnebatara Natuna - TAC Pertamina** (February 2009 - April 2009) - Jakarta, Indonesia
Position / title: Executive Assistant
Job description:
 - Prepared a meeting schedules and agenda for the President Director
 - Prepared and managed the meeting room and minutes of meeting
 - Managed incoming call and mail for the President Director

- **Mrs. Fahira Idris (Politician and Senator of Republic Indonesia)** (July 2008 - December 2008) - Jakarta, Indonesia
Position / title: Personal Assistant
Job description:
 - Prepared a meeting schedules and agenda
 - Prepared minutes meeting and represented meeting when Mrs. Fahira was not able to present the meeting
 - Managed petty cash report and payroll for Mrs. Fahira's personal staff

- **PT. Golden Spike Energy Indonesia** (May 2006 - June 2008) - Jakarta, Indonesia
Position / title: Office Manager
Job description:
 - Prepared and managed schedules and agenda for the President Director
 - Prepared and organized meeting and venues
 - Organized phone call and emails related to the President Director
 - Ensured the President Director needs in the office well managed
 - Ensured the office run smooth
 - Supervised the Office Assistants, the Driver and the Office Boy related to the President Director's daily needs and agenda
 - Managed the voucher and cheque which need to be signed by the President Director
 - Prepared and managed the expenses of the President Director

Achievement: Promoted from Executive Assistant of Finance Director to an Office Manager in January 2008.

- **PT. Jakarta Propertindo** (January 2005 - April 2006) - Jakarta, Indonesia
Position / title: Executive Marketing
Job description:
 - Managed and maintain relationship with acts as point to the Clients and Customers
 - Prepared and managed the expenses of the Marketing Department
 - Sales executive to sell the company products such as apartment spaces, warehouse and leasing commercial space of Pluit Mall Jakarta
 - Given the product knowledge to the Clients
 - Prepared sales documents such as legal documents, banks, agreement/contract and term and conditions.

- **August 2004 - January 2005 (Devoted efforts to temporary family situation)**

- **PT. Padang Golf Satelindo** (June 2000 - July 2004) - Sentul Bogor, Indonesia
Position / title: Guest Relation Officer (Supervisor / Coordinator)
Job description:
 - Managed relationship with acts a point of liaison to the Member and Guests
 - Managed and taken care of complained from the Member and Guests
 - Ensured that the Club House runs smooth
 - Supervised Front Liner staff of daily checking
 - Managed and prepared Club House program/event of the Marketing Department and Coordinated with related departments

- **January 2000 – May 2000 (Devoted efforts to temporary family situation)**

- **Legal & Advocate Office** (January 1998 - December 1999) - Bogor, Indonesia
Position / title: Executive Secretary
Job description:
 - Prepared the meeting schedules and agenda for the Head Advocate
 - Prepared and managed petty cash report
 - Managed incoming call and mail of the Advocates.

Education

Academy Secretary & Management Indonesia (ASMI) – Jakarta, Indonesia
Majoring in Secretarial Management

Training & Workshop

June 2002, Hermawan Kertajaya Workshop: Marketing Workshop in Mid Plaza, Jakarta
April 2011, RMS Web, FI Portal & Comnet Training: Internal System of Commerzbank in Commerzbank Branch Singapore
June 2013, TMS Web Training: Internal System of Commerzbank in Commerzbank Branch Singapore
February 2014, RID Training: Internal System of Commerzbank in Commerzbank Branch Singapore
June 2014: Workshop & National Dialogue of Foreign Labor in Oasis Amir, Jakarta
July 2018: Socialization of Manpower BPJS (Government Social Insurance)
October 2023: Sage 50 Accounting Course 1 (Certified), Guelph Canada

Committee Experiences

As a committee and person in-charged for all events in PT. Padang Golf Satelindo
As a committee and person in-charged for all event in Commerzbank AG, Jakarta Representative Office