



Sherla Malinda  
Secretary, Administration,  
General Affair

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## Profile

### Profile

Multi Tasking as an Administration Assistant Manager with  $\pm$  2 years experiences in Project (Power Plant 2 x 18Mw) and can manage Finance,Purchasing, Personalia Departement , General Affair at site Kupang)

### Experiences

1. March 2010- April 2011, Secretary at contractor company of dredging reclamation
  - » answering calls, talking messages and handling corepondence
  - » arranging ticket
  - » preparing letters
  - » filling documents
  - » managing databases
2. August 2011- February 2018 , Engineering Administration, Finance Staff, Site Secretary and General Affair in Kupang Power Plant 2x18MW

### Details

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Madiun'July 22, 1986

### Skills

Microsof Office ( Vlook Up ,Pivot)

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Ability to work in team or indiviually,quickly,  
under pressure

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Good communication and Coordination

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Problem Solving

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### Hobbies

Traveling , Swimming , Watching movie

» Filling document and drawing

» Filing and managing permit documents company

» Prepare daily, weekly and monthly financial reports

» Keep accurate records for all daily transactions

» Coordinate travel arrangement and meetings (Hotel reservation, Accommodation, Transportation)

» Handling office management e.g. stationery, telephone, internet, network, electricity.

» Preparing reimbursement voucher or other claim

» Arrange legal documents

» Taking care of facility management and maintenance, drivers, security, cleaning and housekeeping services

3. January 2020 – May 2020 as a Renewal Agent at Financial Technology Company

» Follow up customer for payment

» Manage data customer

» Promote promo program

» Helping customer to use the program and explain for term of payment, limit



## Education

**Bachelor Degree, ITN Malang,**

**Malang, East Java**

September 2004 – May 2009



## Employment History

**Secretary at PT. Mercuri Agung Sakti, Jakarta**

(March 2010 – April 2011)

**Technical Administration, Finance, Site secretary, Personnel, General Affair at PT. Santosa Makmur Sejahtera Energy**

(August 2011 – February 2018)

**Renewal Agent at PT. Simplex Teknologi Indonesia**

(January 2020 – May 2020)

**Admin, Finance, Purchasing, General Affair at PT. Kanaka Ladang Energi (Shell Indonesia)**

(March 2021 until now)