



PROFILE

Administration, and customer care savvy, complete with design skill - digital marketing with Google Digital Garage

SKILLS

Administration
Data Entry
Problem Solving
Microsoft office
Communication Skills
Customer Relation
Customer service
Design with Canva
Digital Marketing

CONTACT

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ERIKA GEHAK

EDUCATION

INSAN KAMIL HIGH SCHOOL

A High School graduate with a savvy skills learn from experience

WORK EXPERIENCE

PT. HORIZON DISTRIBUSINDO MAKMUR – WAREHOUSE OPERATIONAL STAFF

03 FEB 2020 – 31 OCT 2022

As a warehouse operational staff member responsible for handling customer complaints and managing deliveries, My role involves ensuring smooth and efficient operations within the warehouse. This includes receiving and storing incoming goods, picking and packing orders for delivery, and managing inventory levels. Additionally, I would address customer complaints promptly and professionally, investigating issues and resolving them to ensure customer satisfaction. Efficient coordination with delivery teams is crucial to ensure timely and accurate shipments to customers.

PT. FRESH ON TIME SEAFOOD – PURCHASING SUPERVISOR

2 JAN 2019 – 31 AUG 2019

I Responsible for acquiring goods and services needed by the company, handle tasks such as sourcing suppliers, negotiating prices, issuing purchase orders, and ensuring timely delivery of goods.

PT. ATRI DISTRIBUSINDO – OFFICE SUPERVISOR

12 JAN 2012 – 31 DES 2018

As an office supervisor I overseeing Accounts Receivable (AR), Accounts Payable (AP), sales invoicing, and general administration tasks including HR, my role is multifaceted. I would manage the financial aspects of the business by overseeing the timely collection of receivables, processing of payables, and accurate invoicing of sales transactions. Additionally, I'd handle administrative functions such as managing office supplies, coordinating meetings, and overseeing HR tasks like employee onboarding, payroll, and maintaining personnel records. Effective communication and coordination with various departments are essential to ensure smooth operations and compliance with company policies and procedures.