
THENA TRESNAWATY

Contact# +971588436911

E-mail: rosecinta101@gmail.com



► Objective:-

To be able working in any official work matching with my experiences seven years as multiple job like Secretary, frontdesk, admin, assistant HR, assistant accountant and in purchasing coordinator too.

High performing and creative, and able to relate easily to clients, staff and colleagues. Share the knowledge that I gained and contribute the well cultivated abilities and be a part of the organizational team.

► Resume Work:-

- Office organization
- Document development
- Report Generation
- Scheduling
- Payroll Salary
- Filing
- Mailings
- Faxing
- Travel arrangements
- Purchase coordinator

► Experiences:-

😊 AJYAL TECH.CONT (10th Nov 2018 – present)
Designation - Administration cum Secretary

JOB DESCRIPTION:

- Handling Administrative functions
- Encoding, filing, and mailing of documents
- Handling petty cash for office and site.
- Handling Statement of Account Clients.
- Handling car files, for petty cash and Annual Maintenance work.
- Prepared Inquiry, Quotation, LPO, Tax Invoice and outgoing letter.
- Handling Tax return to Federal Tax Authority by online.
- Prepared Payroll salary and WPS.
- Monitoring for the staff documents expiry (Passport, EIDA & Visa).

😊 DUBAIREALESTATECENTRE (1st October 2015 – 1st March 2018)
Designation - Office Assistant cum Assistance Accountant

JOB DESCRIPTION:

- Assist to Handle Administrative functions
- Encoding, filing, and mailing of documents
- Handling of maintenance building expenses and income
- Handling for renewal Sharjah and Dubai licenses (more than 27 Nos) partnership.
- Handling car files, for petty cash and report from technician maintenance buildings.
- Helping other department for making Inquiry, Quotation, LPO and invoice and outgoing letter.

- Handle of the guests to visiting the company.

😊 ATN GENERAL TRADING LLC (2015)

Designation-Receptionist/Office Assistant

JOB DESCRIPTION:

- Assist to Handle Administrative functions
 - Encoding, filing, and mailing of documents
 - Handle of received and outgoing call
 - Handle for equipment office stock for officer and site purpose.
 - Prepared Inquiry, Quotation, LPO and invoice letter.
 - Marketing product to Head Offices supermarkets
- *1st October 2015 transfer to Sharjah office same owner of Dubai Real Estate.*

😊 ATHEER ALJAZIRA HELECTROMECHANICAL LLC (July 2014– April 2015)

Designation-Receptionist/Office Assistant

JOB DESCRIPTION:

- Assist to Handle Administrative functions
- Encoding, filing, and mailing of documents
- Handle of received and outgoing call
- Handle for equipment office stock for officer and site purpose.
- Handle for car files, for petty cash and report from site.
- Helping other department for making Inquiry, Quotation, LPO and invoice letter.
- Handle of the guests to visiting the company.

😊 RICHMOND MARINE ELECTROMECHANICAL LLC / J&J Group (Nov 2011– Dec 2013)

Designation-Receptionist/Office Assistant cum

JOB DESCRIPTION:

- Handle of received and outgoing call
- Encoding, filing, and mailing of documents
- Handle and making daily report from sites.
- Handle timesheet and payroll salaries all employees.
- Making statements salary.
- Handle split site report
- Inquiry, Quotation, LPO and invoice letter.
- Handle for equipment office stock for officer and site purpose.
- Handle of the guests to visiting the company.

😊 ALBISHARA HMAN POWER SUPPLY (Feb 2007–Aug 2009)

Designation-Receptionist/Office Assistant

JOB DESCRIPTION:

- Assist to Handle Administrative functions
- Encoding, filing, and mailing of documents
- Handle of received and outgoing call
- Helping other department for making Inquiry, Quotation, LPO and invoice letter.
- Handle of the guests to visiting the company.

► Education:-

- KARYASETRAGoverment SecondarySchool –Subang,Indonesia(1989)
- GovernmentIIElementaryHighSchool –Subang.Indonesia(1992)
- GovernmentEconomicHighSchool –Purwakarta,Indonesia(1995)
- UniversityECONOMICNATIONAL–Bandung,Indonesia (1998)
- ATI`S ComputerCourse–Purwakarta,Indonesia(1995)
- ATI`S AccountantCourse–Purwakarta,Indonesia(1995)
- AllcertificatesinIndonesiaLanguage

► Skills:-

- ComputerLiterate
MSWord,MSExceland Internetoutlook,Accountantwork&Knowledgeof theVAT

► PersonalData:-

Date of Birth	:	Nov 12, 1976
Religion	:	Islam
Nationality	:	Indonesian
Language	:	MotherLanguage,Englishandlittlebit Arabiclanguage

Thanks and
Regards,Applicant,

THENATRESNAWATY