



# Asti Sri Purniyati

Assistant to Operational  
Director

## PERSONAL BACKGROUND

With over 10 years of experience specializing in administrative support and legal advisory roles, my career highlights include extensive training and coaching expertise, fostering personal and professional development.

### Training and Coaching Expertise

Proficient in designing and delivering training programs, with a focus on public speaking, presenting reports, business writing, and personal development.

Recognized as a certified coach from LCPC, providing guidance and mentorship to individuals within and outside the organization.

### Administrative Support and Legal Advisory

Over a decade of experience providing comprehensive administrative support, ensuring smooth daily operations. Adept in handling various legal matters, including contract management, licensing, and legal compliance.

I have a proven track record of enhancing confidence and communication skills through training and coaching. My extensive managerial background, coupled with my training proficiency, has positioned me as a valuable asset for any organization seeking a dedicated professional with a strong legal background and a passion for mentorship and development.

## CONTACT DETAILS

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## WORK EXPERIENCE

### General Affairs

*PT Gunung Madu Plantations*  
2018 to 2020

- Public Relation functions, general affairs.
- Handling secretarial duties, reception, telephone and mail and parcel traffic, office and general administration;
- Update to the Law and Regulations, Validity of Company Licences.
- Assistance to management in practical matters, general affairs and administration;
- Taking care of facility management and maintenance, office supplies, relation to service providers, business and personal contacts, potential vendors and relations, cleaning and housekeeping services, government office and the surrounding area.
- Organize CSR activities;
- Arrangement of special events and occasions.

### Assistant to Operational Director

*PT Gunung Madu Plantations*  
2021 to Present

- first point of contact: dealing with correspondence and phone calls
- managing diaries and organising meetings and appointments, often controlling access to the manager/executive
- organising events and conferences
- typing, compiling and preparing reports, presentations and correspondence
- managing databases and filing systems
- liaising with staff, suppliers and clients
- miscellaneous tasks to support Board of Directors, which will vary according to the sector, i.e. completing some corporate governance reporting (to ensure that the business is being run properly and complying with legislation and regulations) or conducting research.

## PREVIOUS EDUCATION

### Diponegoro University

*Master degree in Public Notary, 2015*  
- Graduated cum laude

### Lampung University

*Law, Class of 2001*  
- Graduated with honorable mention  
- Secretary of Law Student Executive Board  
- University magazine contributor

## CORE STRENGTHS

- Teambuilding
- Legal Knowledge
- Coaching and Training
- Event Management
- Communicability
- Community Development

## MY INTERESTS

- Photography
- Traveling
- Cooking and Baking
- Writing
- Coffee