



MELIYANA, S.S.

CERTIFIED ADMINISTRATIVE
ASSISTANT BY BNSP
(NO.REG. JAK 1426 01227 2019)

SOFT SKILLS

Public Speaking | Event
Communication | Event
Management | Social Media
Management | Customer
Service Operation |
Management Marketing |
Trainer Management

APP SKILLS

Ms. Office | OSS RBA

LANGUAGES

Bahasa | English

CONTACT

P: +62 812 1374 9560
E: meliyanaaaa@gmail.com
A: Bintaro, Tangsel - Banten.

PERSONAL PROFILE

Experiences almost 10 years in Operation and
Marketing Division.

WORK EXPERIENCES

SALES REPRESENTATIVE

Kalbe Nutrition | September 2014 - December 2016

Entrasol | Entrasol Quickstart | Morinaga Chill Go | Morinaga Chill Kid |
Zee | Prenagen

TICKETING MANAGEMENT FREELANCE

Loket.com (Gojek.Corp) | October 2017 - August 2019

Djakarta Warehouse Project 2017 | Pekan Raya Indonesia 2017 & 2018 |
GLIAS 2018 | Bigbang Jakarta 2017&2018 | We The Fast 2018 | IIMS
2019 | Tokopedia 2019 | Lazada 2019 | Shopee 2019 | Nature Republic x
EXO 2019 and Etc.

ASSISTANT INSTRUCTOR

PT. KIE INDONESIA | March 2019 - September 2019

Checking homework | In charge on spelling and speaking class | Parenting
consultation

LEADER OF OPERATION

Mineral and Coal Institute | January 2020 - January 2021

Moderator | Administrative staff | Administrative Assistant | Customer
Service Operation | Logistic

HEAD OPERATION

Mineral and Coal Institute | January 2021 - Present

Handling 10 Company every Month | Advisor for Mining Field Supervisor
| Head Management Project | Lead Every Events and More

EDUCATION

BACHELOR OF ENGLISH DEPARTMENT - FACULTY OF LETTER

Universitas Pamulang | 2014 - 2020

- Graduated for S.1 with last GP.A 3.29
- Achievement for high score (A) in final thesis which entitled " A
Depiction of Repression in Pete Docter's Inside Out Movie Script"
- Certified TOEFL by Unit Pusat Bahasa "UNPAM" (Score : 513)