

# Adinda Nina

Yogyakarta | 0889-2921-2849 | adindanina@gmail.com

## PROFESSIONAL SUMMARY

Detail-oriented administrative professional with five years of experience in office management, document handling, and scheduling. Proficient in Microsoft Office Suite and Google Workspace. Strong communication skills and a proven track record of improving office efficiency.

## WORK EXPERIENCE

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### A Company - Jakarta

Admin Officer (October 2020 – November 2023)

- Managed office documents and filing systems, ensuring efficient data retrieval.
- Coordinated schedules, meetings, and travel arrangements for senior management.
- Implemented a new digital filing system, reducing document search time by 30%.

### B Company – Yogyakarta

Administrative Assistant (January 2017 – August 2020)

- Provided administrative support including answering phones, scheduling appointments, and handling correspondence.
- Developed and maintained organized filing systems and databases.
- Coordinated internal and external communications, enhancing workflow efficiency.

## EDUCATION

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### ABC UNIVERSITY (2013 – 2016)

Bachelor's Degree in Business Administration – 3.80

## SKILLS

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Time Management

Effective Communication

Problem-Solving

Proficiency in Microsoft Office (Word, Excel, PowerPoint)

Document Management

Customer Service

## CERTIFICATIONS

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Microsoft Office Specialist, 2018

Office Administration Training, 2020

## LANGUAGES

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English (Fluent)

Spanish (Intermediate)