

CURRICULUM VITAE



PERSONAL INFORMATION	Surname / First Name	Osdyawati / Desy
	Address	Jl. Bangau III NO.43 Jambi
	Telephone	081540086759
	Nationality	Indonesian
	Date of Birth	16/12/1975
	Gender	Female
	Marital Status	Single
	Email Address	desy752001@yahoo.com
WORK EXPERIENCE	2022 up to present English Teacher SMK Unggul Sakti	Duties and Responsibilities : Teaching English for Senior High School Students (Vocational School)
	2022 up to present Proofreader JIANLAI GLOBAL - PART TIME	Duties and Responsibilities : Checking documents and correcting them
	2018 up to present Social Media Evaluator Annotation Translator APPEN - PART TIME JOB	Duties and Responsibilities : Reviewing Website (Part Timer) Checking and rating media social (Part Timer) Translating (Part Timer)
	21/06/2010 – 25/05/2016 Admin. Sales PT. SAS (Trading Company) HQ Office	Duties and Responsibilities : Supervising All Admin Sales in Branches : Checking their quotations to customers, report of selling, report of branches stocks. Purchasing (Local and Import) : Checking price and availability stock with suppliers (local and overseas suppliers such as Malaysia and Korea companies), preparing PO to suppliers, following up the PO to suppliers, preparing documents and paying all taxes for imported s'parts, Asking warehouse staff to check s'parts received from supplier (local or overseas), preparing documents to pay for Agent fee and checking emails from suppliers. Selling : Preparing quotations to customers, Checking draft quotations prepared by braches' admin staff, following up the quotations to customers, receiving PO and inputting PO to program, asking warehouse staff to deliver s'parts to customers, following up the delivery notes signing by customers, preparing and selling reports, checking emails from customers, updating selling price list . Invoicing : Invoicing all PO from customers and to Principals Stocking Spare Parts : Checking spare parts regularly, ordering spare parts to supplier for replenishment stock, transferring stock and delivering stock to branches for fulfill customers' PO or replenishment minimum stock, receiving and checking stock (spare parts in PT. SAS Warehouse or consignment parts) report from branches, preparing cannibalization form and other related doc.
	01/04/2005 - 21/06/2010 English Teacher LBPP LIA Jambi Instructor (August-October'09) LIA-JOB Pertamina HESS	Duties and Responsibilities : Teaching English for any kinds of levels Teaching English for the JOB Pertamina HESS for 3 months

WORK EXPERIENCE	01/10/2005 - 31/11/2007 HR Staff (GA Staff) Acting Payroll Officer Acting Secretary Petty Cash Officer/Finance Staff PT. Usayana (Subsidiary of PT. PERTAMINA)	Duties and Responsibilities : Calculating Jamsostek and Income Tax (Pph 21), Arranging crew schedule, Calculating Overtime, Overtstay, Public Holiday, Absentee, Astek and Annual Leaves, Arranging regular training, Filling and Updating employees' PT. Usayana Jambi, Manage Company fleet and Prepare/manage monthly report on related transportation activities & all costs, Booking airplane tickets and hotels for crew. Doing reimbursement, Ensuring cash flow goes well, Making statement of cash flow, Calculating and Checking meal records, labour cost, overheads, cost and sales. I also can make financial statement such as balance sheet
	2003 Coordinator Tuha Petroleum Exploration and Development Cooperation	Duties and Responsibilities : Doing filling system, Coordinating onsigning and offsigning crew, Booking airplane tickets and hotels and also arranging their transportation
	01/02/2000 - 31/03/2001 Adm. Officer CV. Ossy	Duties and Responsibilities : Doing filling system, Typing letters
EDUCATION BACKGROUND	01/09/1994 - 15/12/1999 Diponegoro University	Majoring : Communication GPA : 3.37 S1
	01/07/1991 - 31/05/1994 SMA Xaverius I Jambi	SMA Xaverius I Jambi NEM : 53.36
PERSONAL SKILLS AND COMPETENCES	Language Skills: Indonesian (Active), and English (Active) with TOEFL Score 578	
	Organization Skill and Competences : When I was in Senior High School, I was the Vice President of Scout Organization. In 1997, I was the coordinator of announcers at Jawara Radio. I was also one of the members of PERHUMAS in 1999	
	Artistic Skills and Competences : When I was in Elementary School, I participated in a Bazaar which was held by my school. I made a hand-made handicraft which I sold at the Bazaar.	
	Computer : I can operate computer such as MS Word and Excel. I also can make a web design I took computer technician course and internet.	
	Interpersonal : I am friendly, outgoing person, reliable, punctual, discipline and I have ability to work well as a part of team	
SCHOLARSHIPS	1995 2002	Scholarship from PT. PERTAMINA during college Scholarship from LBPP LIA Jambi
	01/12/2005 - 15/03/2006 26/03/2006 - 31/03/2006	TEFL (Teaching English as a Foreign Language) Training which was held by LBPP LIA Jakarta LIFT (Language Improvement For Teachers) Training which was held by LBPP LIA Jakarta
TRAINING, COURSES, SEMINAR, PUBLICATIONS	01/01/2000 - 07/07/2005	English Course at LBPP LIA Jambi, Computer Courses, Web Design Course, Computer Technician and Internet Course
	13/10/2007 - 15/10/2007	Total Customer Satisfaction Competency Catering Industry Based Training which was held by Hospitality Management School in cooperation with PT. Usayana
	15/12/1999	I wrote my thesis that the title was Sikap Politik Surat Kabar Harian Suara Merdeka (Studi Analisis Isi Tajuk Rencana Surat Kabar Harian Suara Merdeka)
Driving License	SIM A (Car Driving License)	

I declared all information in these curriculum vitae is true