



OCTAVIA PUTRI

087768343854 | octaviaputri548@gmail.com

Jl. Kantil IV, Blok H4 no 17, Bencong, Kelapa Dua, Kab. Tangerang, Banten.

A graduate with a Bachelor's degree in English Literature, possessing a strong foundation in written and verbal communication, critical thinking, and detailed analysis. Highly interested in management and data administration. I am proficient in using various office software such as Microsoft Office and Google Workspace, ensuring smooth and efficient workflow management. Adaptable, responsible, and a quick learner, I am enthusiastic about contributing to a dynamic team and supporting the success of the organization.

Work Experiences

PT. Graha Catur Bangun Buana - Medan, Indonesia

Jul 2020 - Dec 2023

Admin

A company operating in the construction sector.

- Enter every kind of project data, starting from the beginning and continuing through project completion.
- Manage all financial aspects related to office supplies, monthly dues, and other necessities to support company operations.
- Input detailed weekly payroll information for the project.
- Coordinate the ordering and purchasing of various materials needed for the project.
- Arrange periodic payments for project material purchases to multiple suppliers.
- Establish the weekly base salary for field employees
- Input monthly financial data.
- Manage petty cash receipts and disbursements.

Thareeq Official - Medan, Indonesia

Oct 2019 - Dec 2019

Admin

A company specializing in general payment service solutions.

- Provide all types of payment and interbank transfer services.
- Accurately input and process various daily transactions to support business operations.
- Responsible for and contribute to the monitoring and security of the company's finances.
- Regularly prepare financial summaries and reports using Microsoft Excel.
- Provide information and instructions to customers experiencing issues during transactions.

Education Level

Universitas Islam Sumatera Utara - Medan, Indonesia

Dec 2016 - Sep 2020

Bachelor Degree in, 3.70/4.00

- I graduated with cum laude honors.
- I served as a member of the Student Executive Board.
- I participated as a committee member for the new student orientation program.
- Actively engaged in campus outreach activities.

SMK Swasta Istiqlal Deli Tua - Deli Serdang, Indonesia

Jul 2013 - Jun 2016

- Recognized as the cohort's overall best student in the department.
- Monthly awards for class-top students were received.
- Participated enthusiastically in after-school basketball leagues.

Organisational Experience

BEM Universitas Islam Sumatera Utara - Medan, Indonesia

Aug 2017 - Jul 2018

Active member

The Student Executive Board (BEM) at the Islamic University of North Sumatra serves as a platform for students to convey their suggestions and aspirations to the institution to achieve campus welfare.

- Conveying student aspirations to the campus authorities to realize campus welfare.
- Contributing to all student activities on campus.
- Engaging in community outreach or service as part of the organization's routine activities.

Skills, Achievements & Other Experience

- **Soft Skills:** Proficient in operating Microsoft Office
- **Soft Skills:** Excellent communication skills
- **Soft Skills:** Strong time management skills

- **Soft Skills:** Able to work independently and as part of a team
- **Hard Skills:** Proficient in data management