



Lisda Yusni Asnita, S.Tr.Par

Work Experiences

as Procurement Assistant Manager July - December 2021

~ at Pertamina RU III Project's (Turn Around) - Palembang

PT. Srijasa Brika Perkasa (Brikasa Pusri)

- Managing 3 parts of procurement (procurement, admin, finance)
- Supplying project needs
- Counting and carry out direct salary distribution
- Managing administration activities
- Make a letter of entry / exit, Purchase Order, MPP, Vendor Bank, Purchase Request, Handover Letter, etc
- Follow up and negotiating with vendors

as HRD April - July 2021

~ at Batam - Kepulauan Riau

PT. Putera Ciptakreasi Pratama

- Managing cash flow finance
- Handling ongoing office activities
- Managing office administration
- Managing employee recruitment

as Admin Project August - November 2020

~ at Patra SK - Dumai Riau

PT. Srijasa Brika Perkasa (Brikasa Pusri)

- Supply project needs
- Managing administration activities
- Make a letter of entry/exit, Purchase Order, MPP, Vendor Bank, Purchase Request, Handover Letter, etc
- Follow up and negotiating with vendors

as Teller December 2018 - April 2020

~ at KCP Tugumulyo - Palembang Sumsel

PT. Bank Mandiri Persero, Tbk

- Serving customer transactions
- Marketing and selling products
- Manage branch managed ATMs (sorting money, handling CRM & ATM)
- Checking transaction reports and making daily reports

as Sales Admin Marketing September - November 2017

~ at Palembang

The Arista Hotel Palembang

- Serving products booking by telephone and mobile
- Supplying marketing department needs
- Scheduling booking rooms
- Make offering letter
- Follow up and negotiation with clients
- Make BEO, preparing event and stand by on event
- Rolling position to Marcomm; Managing social media
- Rolling position to Admin Kitchen; Managing supply kitchen needs

Training

- Sertifikasi Ahli K3 Umum BNSP | 2023

Organizations

- 1000 Guru Sumsel | 2018
- HMPI (Himpunan Mahasiswa Pariwisata Indonesia) | 2015 - 2017
- BKPRMI (Badan Komunikasi Pemuda Remaja Masjid Indonesia) | 2015 - 2017

Contacts

+62-82211109181

lisdaasnita@gmail.com

Lisda Yusni Asnita

@lisdaasnita

Komplek Azure Gardenia
Blok E1 No.1 Sagulung
Batam - Kepulauan Riau

- Date of birth : September 4th 1996
- Nationality : Indonesia
- Status : Single
- Height : 160cm
- Weight : 56kg
- Interest : Travelling, Save Earth, and Humanity

About Me

I can work as a professional individual or in teams, hard worker, trustworthy, multitasking, passionate, detail, initiative, careful, humble, tidy, fast learner, discipline, and committed.

Education

D-IV Business Administration

Tourism Business Program Study
at Politeknik Negeri Sriwijaya
2014 - 2018

IPA
at SMA Unggulan Negeri 5
Palembang

2010 - 2013

English Course
at LBBA LIA
2010 - 2011

Skills

- Interpersonal Skill
- Negotiation Skill
- Good Leadership
- Social Network
- Excellent Service
- Fast Typing
- Ms. Office (Excel, Word, Ppt, Outlook)
- Marketing Communication
- Photo and Video Editing
- Creativity