

Azzhara Owena Livia

Administration Officer

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Profile

I graduated with a bachelor's degree at Universitas Pembangunan Jaya, Psychology Department focusing on Industrial and Organizational Psychology. I have been active for 3 years in the Telecommunication Industry specializing in the administration process of land lease extension, site operation, and project. My role has honed my skills in managing administrative tasks, supporting operations, and ensuring smooth organizational processes. I am passionate and knowledgeable as an administration officer with vast experience and management skills in office settings. Willingness to take on added responsibilities to meet team goals.

Education

Universitas Pembangunan Jaya (2016 – 2020)

Psychology – GPA 3.39 out of 4.00

Thesis "Perbedaan Identitas Etnis antara Remaja Suku Jawa yang Menetap di Jakarta dengan Remaja Suku Jawa yang Tinggal di Daerah Istimewa Yogyakarta dan Jawa Tengah."

Professional Experiences

PT. Indosat Tbk

Own Site Operation Administration Staff | Contract (June 2021 – July 2024)

Handling land lease extension administration process for region Jabodetabek, include:

- Drafting price offering letter for building management and landlord.
- Negotiate price to building management and landlord.
- Create land lease, prorated, and compensation order approval.
- Create a final deal letter to building management and landlord.
- Drafting land lease agreement for building and landlord.
- Create termination letter on site to be terminated.
- Create confirmation letter or clarification letter as response to the building management and landlord's letter.
- Create an interoffice memo as information containing command or instruction.
- Communicate with PIC vendors (Kopindosat, BMG), building management, and landlord.
- Drafting consent letter and novation agreement.

PT. Indosat Tbk

Tower Preventive and Maintenance Services Administrative Assistant | Freelance (Apr 2021 – May 2021)

Handling administration process during Obelisk Project, include:

- Assisted TPMAS administrator on checking documents from the regional team.
- Checked consent and supporting documents from vendors in Jabodetabek area.
- Checked consent and supporting documents from the regional team (Bandung, Balinusra, Sumatera).
- Coordination with vendors (Kopindosat, BMG).
- Reported data to Manager.

Kopindosat

Administrative Assistant | Freelance (Feb 2021 – May 2021)

Handling administration process as a vendor of the project, include:

- Assisted project coordinator during Obelisk Project.
- Checked consent and supporting documents from PIC.

- Provide a draft letter that is required (power of attorney, letter of inheritance, existing land lease agreement).
- Communicate with PIC.
- Report data to project coordinator.

Kopindosat

Human Resources Intern | Internship (June 2019 – Aug 2019)

Handling human resources administration include:

- Observed the interview and training process.
- Administered the psychological testing (WAIS, Kraepelin, DISC, MBTI).
- Recapitulated employee attendance.
- Created job vacancy advertisement designs.
- Created ID Card for new employee.
- Completed case study about Human Resource Management's problem in the company.
- Created announcements to employee's email (wedding announcement, grief announcement, the birth of an employee's child announcement).
- Worked with the team to coordinate a company event (Kopindosat anniversary).

Publications

Article

Identitas Etnis Apakah Perlu Dipertahankan? Studi pada Etnis Jawa

Buletin KPIN (Konsorsium Psikologi Ilmiah Nusantara) – September, 17 2020

Article

Yoga Sebagai Latihan Fisik-Mental Untuk Mengurangi Stres

Pijar Psikologi – May, 1 2020

Journal

Adaptasi Skala Identitas Etnis: Studi Pada Etnis Jawa dan Etnis Tionghoa di Indonesia

Prosiding Seminar Nasional Pakar 3 Tahun 2020 – February, 29 2020

Article

Apakah yang Perlu Diwaspadai Tentang Kekerasan dalam Berpacaran?

Pijar Psikologi – November, 5 2019

Book

Mengelola Manusia Jaya, Chapter Pelatihan dalam Human Capital Management

Universitas Pembangunan Jaya – June, 3 2019

Article

Waspada Pelecehan Seksual pada Anak

Info Bintaro – January, 19 2019

Certification

TOEIC, score 750

Skills

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|-------------------------------|----------------------------------|
| ▪ Microsoft Office Word | ▪ Ability to Work Under Pressure |
| ▪ Microsoft Office Excel | ▪ Ability to Multitask |
| ▪ Microsoft Office PowerPoint | ▪ Analytical Thinking |
| ▪ Communication | ▪ Canva |
| ▪ Teamwork | ▪ Bahasa Indonesia (Native) |
| ▪ Fast Learner | ▪ English (Intermediate) |