



# Gita Fina Febrila

General Affair Staff | +6281284267724 | gitafina1997@gmail.com |  
www.linkedin.com/in/gita-fina febrila | <http://bit.ly/portfoliogitafina>

## Education

### Soegijapranata Catholic University

Bachelor's Degree in Psychology (2015)

## Work Experience

### PT. Urip Gumulya – Jakarta, Indonesia

General Affair Staff (Jan 2024 - Present)

- Manage administration documents
- Preparing requirements for exhibition activities
- Checking venue and also coordinating with vendors
- Arranging an appointment for client visit to the office
- Supporting sales activities
- (Arranging, preparing and checking all documents)
- Handling and maintenance all office needs (stationery, pantry, medical supplies, mess and vehicle)
- Monitoring and supervising the assets held by each user
- Schedule maintenance of assets (office and mess)
- Making and preparing reimbursement document that related to operational needs
- Coordinating with vendor , cleaning service and security that related to the operational office needs
- Helping to make an internal and external rundown for sales and client accomodation (ex : hotel, transportation, ticket and etc)

### PT . Esports Star Indonesia (MNC Group) – Jakarta, Indonesia

Event Operations (Jan 2022 – Jan 2024)

- Arranged feasible budget for event activities and promotion
- Coordinating with vendors related to the company needs
- Manage administration documents
- Make a reimbursement that related to the office needs
- Manage game operations and report game status to management daily
- Monitoring the process of the games competition
- Making a final report of the events
- Making daily, weekly and monthly report for data traffic users
- As a planner to schedule and execute any contents
- Handling social media account (using meta) to post any contents in it (Facebook and Instagram)

### Bohopanna – Semarang, Indonesia

Admin of Wholesale (Sept 2021 – Dec 2021)

- Helping customer and reseller with complaints and questions
- Providing information for customer and reseller about the products and service
- Processing orders, forms, applications and requests
- Looking for a new reseller to reach the target

### PT. Universal Jasa Kemas – Semarang, Indonesia

Administration Staff of Marketing (April 2021 – July 2021)

- Coordinating with Home Office to handle every problems regarding to the clients
- Checking purchase order documents through the email
- Entering purchase order data into the system
- Controlling producing and delivering orders to the client
- Preparing delivery order letter (DO Letter)
- Preparing production report

## About Me

Bachelor of Psychology from Soegijapranata Catholic University and highly interested in working in the General Affair field. Experienced as a General Affair for 1 year. I'm incredibly adaptable and able to work under pressure effectively. I'm looking to secure a brand new opportunity in an innovative, friendly work space, where I can utilize my soft skills and further develop my knowledge in the industry.

## Organizational Experience

AIIESEC – Johor Bahru, Malaysia

Global Volunteer (Dec 2017 – Mar 2018)

- Responsible to make an event with the team about "Speak Up" program for Junior High School students in Johor Bahru, Malaysia
- Introduce to the people from another country about Indonesian Culture, such as the food, traditional clothes, etc

## Course and Certification

- My Skill Short Class for Pivot Table in Microsoft Excel (Link Portfolio : [bit.ly/MiniPortofolioGitaFina](http://bit.ly/MiniPortofolioGitaFina)) (July 2023)
- Certified Leadership Development Experience for AIIESEC (March 2018)
- Certified Under The Project of Speak Up 2.0 Organized by AIIESEC in Johor Bahru (March 2018)
- Certified for Volunteering and Contributing in Social Project Speak Up 2.0 Malaysia as an Exchange (March 2018)
- Certified for AIIESEC Global Volunteer in Johor Bahru and Participant Global Volunteer Programme in Winter Batch 2017 (March 2018)

## Skill and Interest

- Technical: Microsoft Office (Word, Excel, PowerPoint), Google (spreadsheet, slide, meet, dokumen), Canva, Capcut, VN, Meta
- Interpersonal Skill: Detail oriented, teamwork, good at communication, leadership, creative, time management, administration, negotiation, coordination.
- Interest: Human Resources, General Affair, Administration, General Affair Services, HRGA