

Fransiska Adiwijayanti

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E-mail fadiwijayanti@yahoo.com
Nationality Indonesian
Date of Birth 29 March, 1980

Area Of Expertise: **Administration.**

Experience

Local Governance Support Program/LGSP (USAID) –Sorong, Papua Barat, Jan 2008 – Aug 2009
Indonesia
Administrative Assistant (RTI)

Assist the regional coordinator in matters relating to the detail project office administration of local governance Support Program (LGSP).

- Conduct routine secretarial duties, such as typing, filling, and scheduling meeting.
- Maintain and record files and official documents related to the project
- Prepare Letter, packages and documents for the mail, and record all letters and email transaction.
- Function as a logistic support for an event by:
 - a. Preparing logistics and supplies for training events
 - b. Assisting with the development of proposed budget for each training events
 - c. Preparing draft terms of reference, agendas, invitation, schedules, list participants, and photos.

PT. K-Link Nusantara Cabang Sorong

March 2007 – Dec 2007

Administration

Responsible for Assist administration and sales product report.

- Preparing recapitulation Sales report , preparing Stock opname report
- Checking outgoing and incoming k-link product
- Handling office Stationary and inventory
- Arranging grand business opportunity presentation event (the reservation of flight tickets, accommodation, transportation, meals, training material, stationary for training, etc)
- Handling incoming and outgoing fax, handle telephone and record phone messages, assist with photocopying and filling
- Handling petty cash fund and making the report of it

PT. Sentra Rekreasi Keluarga, Cabang Sorong

Oct 2006 – Feb 2007

Administration

Responsible for administration and sales report.

- Preparing sales weekly report
- Preparing stock opname report
- Handling office Stationary and inventory
- Handling incoming and outgoing fax
- Arranging files
- Handling petty cash fund and making the report of it

Education:		Education and Training			
Institution:	Diponegoro University	Major	Regional and City Planning	Graduated	2003
				Degree	Bachelor (S1)
				Country	Indonesia

Training:		Area	Microsoft Word, Excel, Power Point	Year	1999
Institution:	University of Diponegoro			Country	Indonesia

Languages
Mother Tongue: Indonesia
Other Languages: English

	Technical Skills
Microsoft Word	Intermediate
Microsoft Excel	Intermediate
Microsoft Power Point	Intermediate
Microsoft Outlook	Intermediate

Regional Experience
Papua Barat, Indonesia

Other Professional Experience

Additional Information: References available upon request.

Selected Publications, Papers and Presentations