



NASTASIA DAELI

Administrasi Bisnis

📍 Jln. Gunung Galunggung Blok D3 No. 14,
RT.1/RW.10, Cengkareng Timur,
Cengkareng

☎ 0822 2726 1997

✉ nastadaeli001@gmail.com

ABOUT ME

I am a D3 Business Administration Graduate. I have worked as an office administrator in several companies. Able to operate a computer and can work in a team or individually. Discipline, hard worker and effort are the added values that I can offer to help improve my work methods in the Company.

PERSONAL DATA DETAILS

Date of Birth

Medan, 10 April 1997

Nationality

Indonesia

Status

Belum menikah

LANGUAGES

Indonesian

English

SKILL

Microsoft Word

Microsoft Excel

Microsoft Power Point

SPSS

Work Experience

PT. Everlasting Frinds Trinity (Astaganaga)

Jakarta
Apr 2022 - Juni 2022

Admin Sales

- Input data rute sales
- Input faktur pengeluaran stock barang
- Membuat laporan penjualan harian dan mingguan
- Rekap data stock
- Stock opname.

PT. Eristic Indonesia (CV. David Aluminium)

Jakarta
Agt 2022 - Des 2023

Admin Warehouse

- Update stock manual dan asnet
- Input faktur pemasukan dan pengeluaran stock di asnet
- Menyusun barang barang masuk
- Menyiapkan barang proses orderan
- Membuat laporan bulanan.

PT. Anugrah Inovasi Makmur Indonesia (Flimgroup)

Jakarta
Mei 2024 - Feb 2025

Admin Gudang

- Memproses orderan offline
- Input data pickup
- Input resi balik
- Cek stock barang di FIS dan accurate
- Handover invoice ke Third Party Logistic (3PL).

Internship

PT Panca Pilar Tangguh

Medan
Juni 2020 - Sep 2020

Admin HRD

THE AP (PT Makmur Dekorindo Lestari / Makmur Group)

Medan
Sep 2020 - Des 2020

Admin PPIC

Education

**Politeknik LP3I
Medan**
Medan
Juli 2018 - Sep 2021

● Diploma 3

Training

**Situational English
Course**
Nov 2017 - Des 2017

● Bahasa Inggris

**Victory Education
Center**
Mei 2018 - Juli 2018

● Komputer

Extracurricular Activities

Medan
Des 2018 - Mei 2020

● Organisasi SEAL (Student English Association of LP3I)

Hobbies

Badminton, Traveling

Workshop

Medan

● Achievement Motivation Training & Soft Skill, Beauty Class, UMKM, Forhati dan Kewirausahaan

Certificate

Medan

● Kursus (Pelatihan), Soft Skill, UMKM dan Uji Kompetensi