

# SAKTIANA KRISMAWATI



VIRTUAL ASSISTANT

## PROFILE

Highly organized and detail-oriented professional with a passion for providing exceptional virtual assistance. Proficient in travel planning, fluent in English, and adept at professional communication, I excel in managing tasks efficiently and ensuring seamless operations. Experienced in running various online assistant applications such as email management, Excel, Microsoft Word, and Asana. Additionally, I possess skills in website building, creating user-friendly online platforms to streamline processes. Seeking opportunities to leverage my abilities as a virtual assistant to contribute effectively to your team.

## EDUCATION

### Master business academi

Professional business management  
2023/2024

### Parungkuda 1 senior high school

specialist language major class

## LANGUAGES

indonesia - Native

english - fluent

## PROFESSIONAL EXPERIENCE

### personal assistant (client from belgium that lives in Bali)

personal Assistant | Recent

1. Efficiently managed travel arrangements, banking tasks, and visa applications, ensuring smooth execution and compliance.
2. Demonstrated strong problem-solving skills in resolving various issues promptly and effectively.
3. Maintained accurate bookkeeping records and facilitated both online and in-store shopping experiences.
4. Skillfully coordinated appointments for medical and grooming services, prioritizing client convenience and satisfaction.

### virtual assistant (client from switzerland)

virtual Assistant

- Expertly handled travel arrangements, problem-solving, bookkeeping, email correspondence, Excel data entry, and online shopping tasks.
- Efficiently managed personal appointments for medical and grooming services, ensuring client satisfaction and convenience.

### virtual assistant (client from jakarta)

virtual assistant

- Manage travel arrangements, including bookings and itineraries, ensuring seamless journeys for executive travel.
- Handle banking tasks, visa applications, and problem-solving with efficiency and attention to detail.
- Maintain meticulous bookkeeping records and conduct online and in-store shopping for personal and professional needs.
- Coordinate appointments for medical and grooming services, prioritizing convenience and timeliness for personal commitments

## SKILLS

- assistant apps running
- travel planning
- banking
- software (excel, word etc)
- bookkeeping
- digital enthusiastic
- time management
- problem solving
- communication
- attention to detail
- patience



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