

# Operations, Documentation & Digital Solutions Portfolio



Administrative Operations | Financial  
Coordination | Digital Tools

Supporting business operations  
through structured  
administration, financial  
coordination, and digital  
workflow solutions.



# About Me

Operations and Administrative Professional with 10+ years of experience across finance, healthcare, retail, and consulting sectors.

Experienced in financial administration, tender documentation, operational coordination, and inventory management.

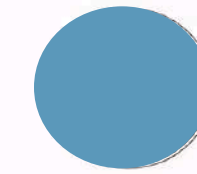
Skilled in utilizing digital tools and structured workflows to improve administrative efficiency and business operations.

# High-Value Documentation Coordination

Projects up to IDR 470M+

## Key Highlights

- Administrative Tender Documentation
- Vendor & Client Coordination
- Compliance & Submission Management
- Projects Valued at IDR 470M+



Nomor : 001/SP/IX/2025  
Tanggal : 02 Oktober 2025

Kepada Yth,  
Bapak / Ibu Pimpinan  
PT [REDACTED]  
Di Tempat

Perihal : Penawaran Pekerjaan Interior

Dengan hormat,

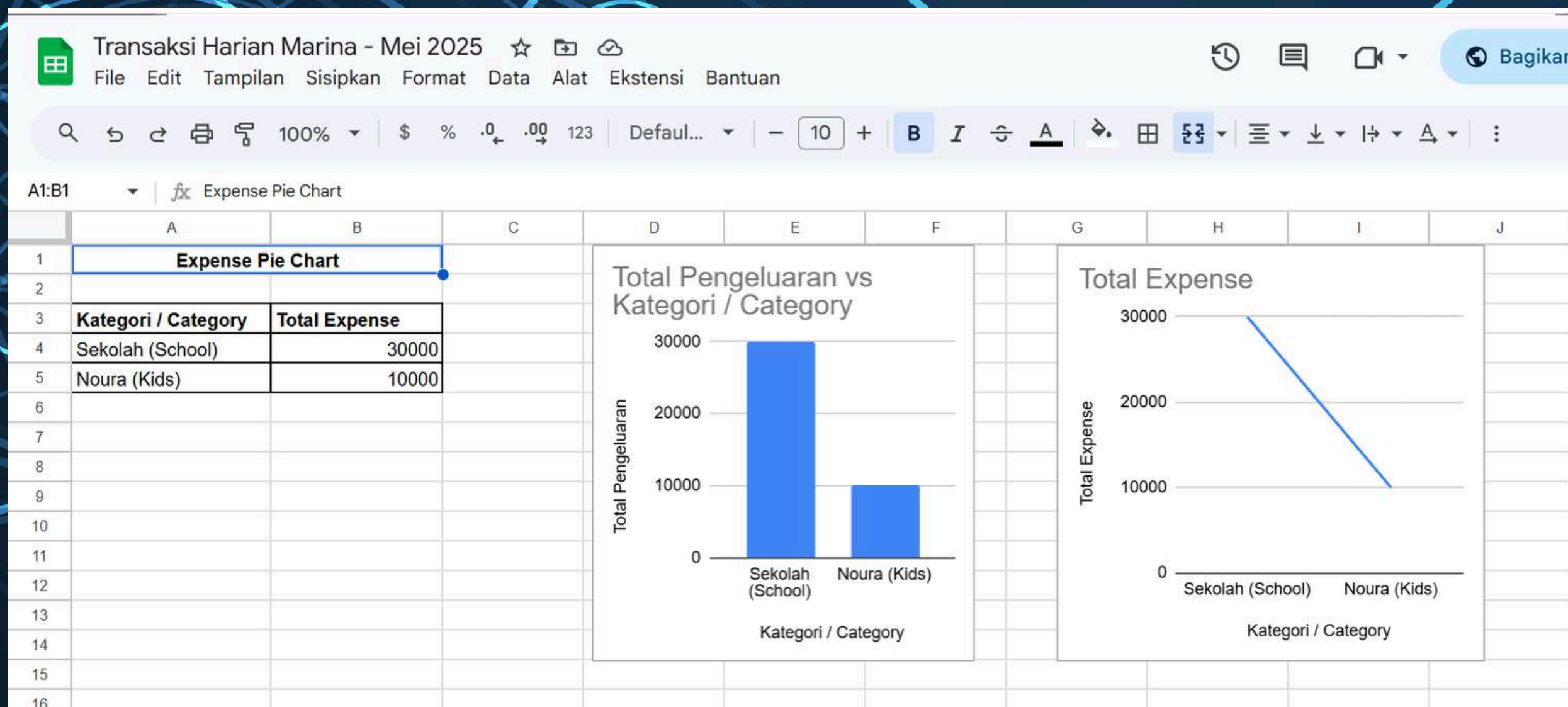
Sehubungan dengan rencana pekerjaan interior di PT [REDACTED] bersama ini kami dari [REDACTED] mengajukan penawaran harga dengan rincian sebagai berikut:

### Rincian Penawaran

No	Uraian Pekerjaan	Volume	Satuan	Harga Satuan (Rp)	Jumlah (Rp)
<b>Musholla</b>					
1	Ornamen Dinding	4,50	m'	2.000.000	9.000.000
2	Walpaper Dinding 3D	10,50	m <sup>2</sup>	800.000	8.400.000
3	List Molding	13	pcs	200.000	2.600.000
4	Carpet	12	m <sup>2</sup>	1.000.000	12.000.000
5	Hambalan Gantung	1,5	m'	2.500.000	3.750.000
<b>Backdrop GOR</b>					
1	Backdrop Tengah Panggung	21	m'	2.500.000	52.500.000
2	Backdrop Proyektor Kiri	9,80	m'	2.500.000	24.500.000
3	Backdrop Proyektor Kanan	9,80	m'	2.500.000	24.500.000
4	Logo Perusahaan (25x50cm)	1	unit	3.800.000	3.800.000
<b>Backdrop Kantor</b>					
1	Backdrop TV	20,4	m'	2.500.000	51.000.000
2	Penambahan Backdrop TV Belakang	20,4	m'	1.000.000	20.400.000
3	Logo Perusahaan (25x50cm)	1	unit	3.800.000	3.800.000
<b>Ruang Pak CEO</b>					
1	Backdrop TV	14	m'	2.500.000	35.000.000
2	Meja Meeting	5	m'	2.500.000	12.500.000
3	Meja L Pak CEO	1	unit	12.500.000	12.500.000
4	Lemari Berkas	5	m'	2.500.000	12.500.000
5	Drop Belakang Meja	14	m'	2.000.000	28.000.000
6	Drop Dinding Kanan	31,50	m'	2.500.000	78.750.000
7	Drop Dinding Kiri	13,50	m'	2.500.000	33.750.000
8	Logo Perusahaan (25x50cm)	1	unit	3.800.000	3.800.000
9	Lemari Buku (2,5mx1,5m)	1	unit	2.500.000	9.375.000
10	Partikel Blend (5m/Jendela)	11	unit	3.000.000	33.000.000
<b>Total Nilai Penawaran</b>					<b>475.425.000</b>

Terbilang : Empat ratus tujuh puluh lima juta empat ratus dua puluh lima ribu rupiah

Transaksi Harian Marina - Mei 2025 (Marina Daily Transactions - May 2025)									
Tanggal (Date)	Jenis (Type)	Kategori (Category)	Deskripsi (Description)	Pemasukkan (Income)	Pengeluaran (Expense)	Jumlah (Amount)	Status (Status)	Bukti (Proof)	Month
20/05/2025	Pemasukkan (Income)	Guru (Teacher)	Teaching Salary	2.000.000	0	2.000.000	Sudah Diterima (Received)	<a href="https://invoice.google.com/file/d/1AbCdEfGhIjKlMnOpQ/view?usp=sharing">https://invoice.google.com/file/d/1AbCdEfGhIjKlMnOpQ/view?usp=sharing</a>	Mei 2025
21/05/2025	Pengeluaran (Expense)	Sekolah (School)	Bayar Uang Sekolah (Paid For School)	0	30.000	30.000	Sudah Dibayar (Paid)	<a href="https://drive.google.com/file/d/1akcOg0DPykv7Fp280E3LmrNxlC8gFb8C/view?usp=sharing">https://drive.google.com/file/d/1akcOg0DPykv7Fp280E3LmrNxlC8gFb8C/view?usp=sharing</a>	Mei 2025
22/05/2025	Pengeluaran (Expense)	Noura (Kids)	Uang Saku harian (Daily Pocket Money)	0	10.000	10.000	Sudah Dibayar (Paid)	<a href="https://invoice.google.com/file/d/1AbCdEfGhIjKlMnOpQ/view?usp=sharing">https://invoice.google.com/file/d/1AbCdEfGhIjKlMnOpQ/view?usp=sharing</a>	Mei 2025

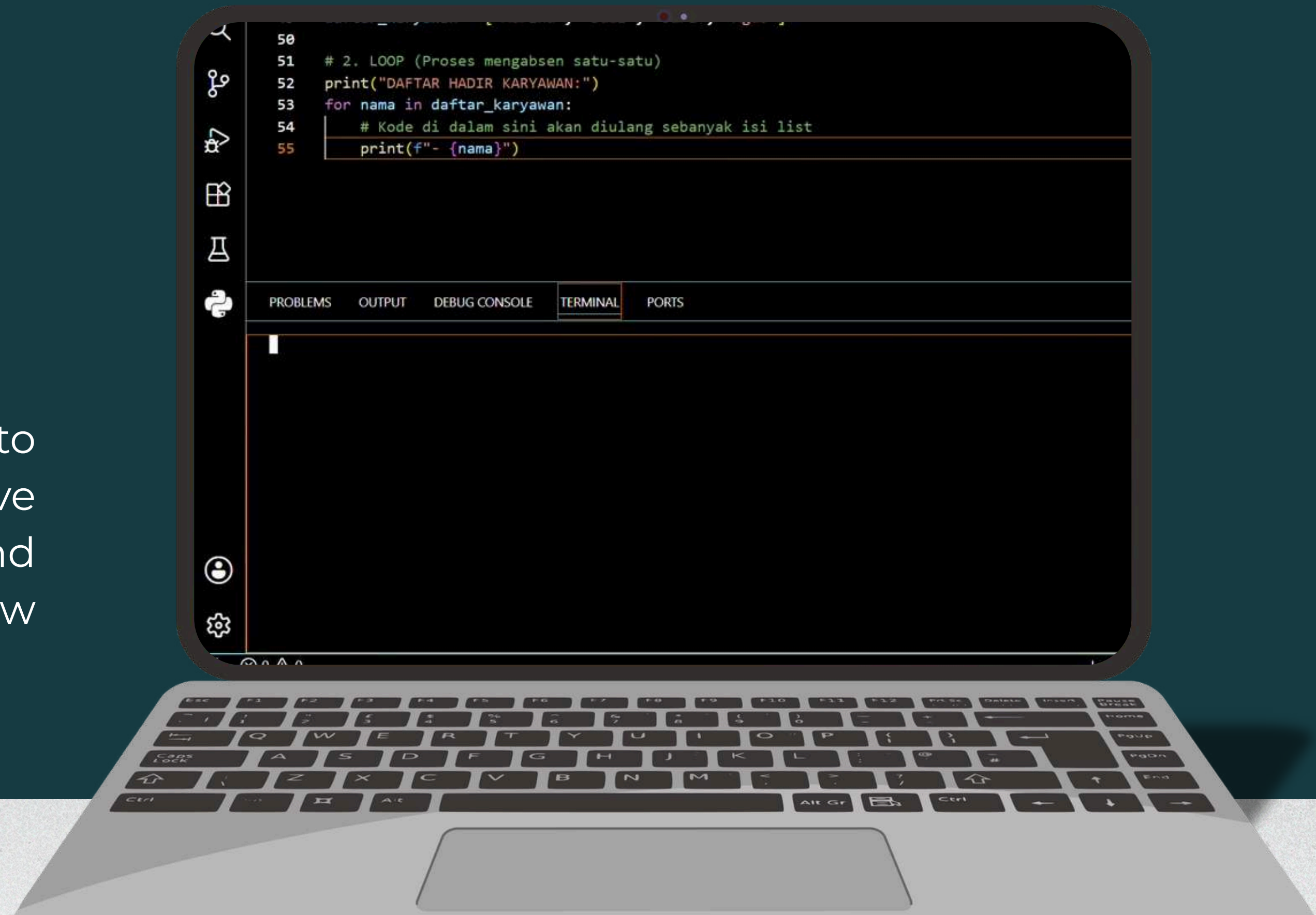


## Digital Data Management & Financial Reporting

- Financial transaction tracking and categorization
- Spreadsheet-based reporting and data visualization
- Documentation and reporting efficiency using digital tools

# Workflow Automation Using Python

Utilizing Python to simplify repetitive administrative and financial workflow processes.



# Visual Communication & Business Credibility



In this section, I demonstrate how I integrate AI technology with professional design principles to build a cohesive brand identity:

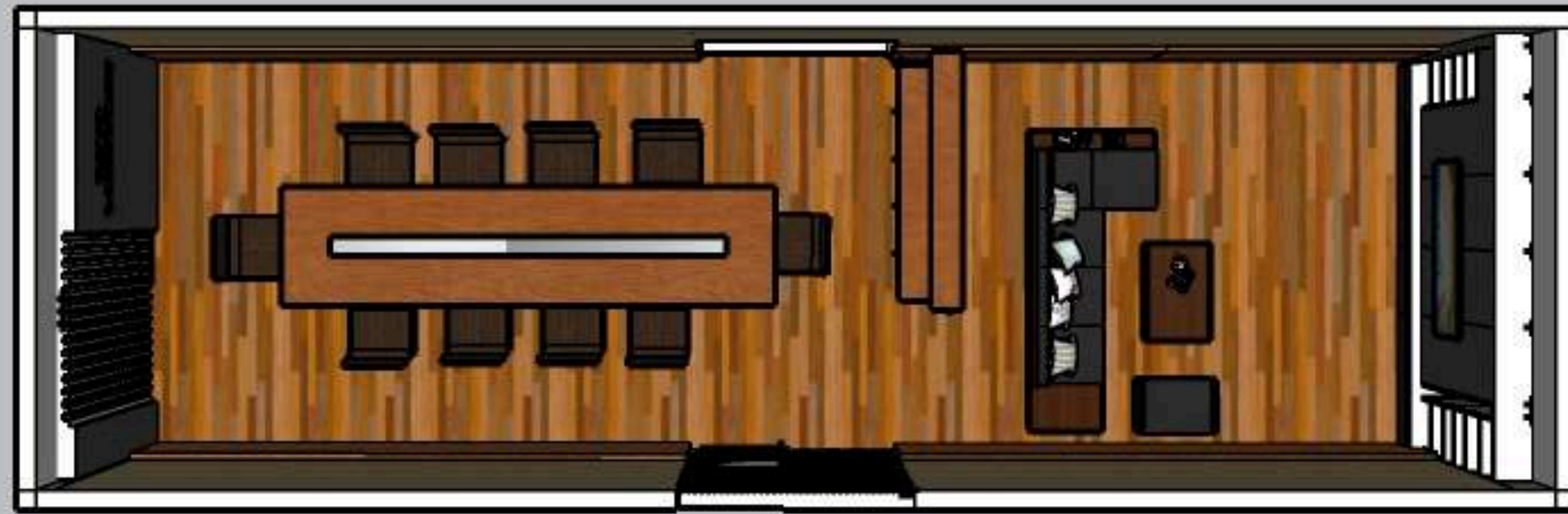
Poin-Poin Detail:

- Project: Brand Identity Package & Professional Logo Design for "Y'Beauty Salon".
- My Role: Cross-functional Designer (Figma & Canva).
- Challenge: The client required a strong, credible visual identity to transform their business image from an informal structure into a professional brand ready for market competition.

Strategic Solutions:

- Brand Architecture: Designing a minimalist and flexible logo using Figma/Canva principles to reflect stability and professionalism.
- Proposal Design: Creating visually engaging bidding templates to communicate business value and structure clearly.

# Strategic 3D Modeling & Space Planning

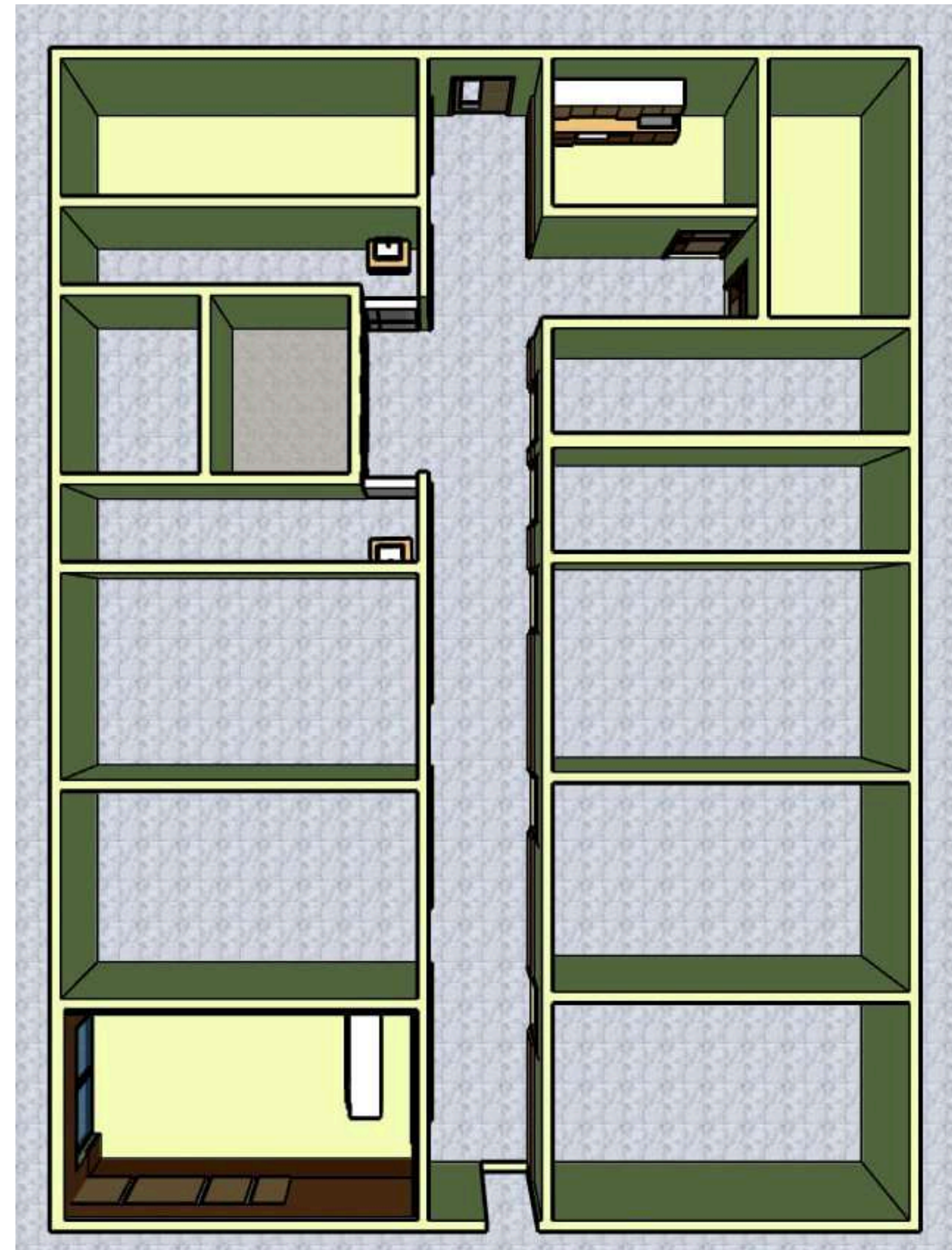


## Strategic Interior Modeling

- Poin 1: Designing functional room layouts to support operational productivity and user comfort.
- Poin 2: Detailed visualization of furniture and lighting to provide clients with a realistic spatial perspective.

## Workflow & Floor Plan Design

- Poin 1: Constructing large-scale building floor plans to optimize commercial space utilization.
- Poin 2: Ensuring efficient movement between rooms in alignment with on-site technical requirements.



# THANK YOU

THANK YOU FOR YOUR TIME AND CONSIDERATION. I AM READY TO BRING MY DEDICATION, PRECISION, AND CREATIVE PROBLEM-SOLVING TO YOUR TEAM.

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LOKASI SAAT INI: KOTAWARINGIN BARAT  
(OPEN TO REMOTE WORK)