

PORTFOLIO



Indah Nusantari

ABOUT ME



I am an Accounts & Administrative Support professional with 15+ years of experience in documentation, client coordination, invoicing support, and operational administration. I have supported daily business operations through accurate record management, professional communication, payment follow-up, scheduling, and spreadsheet tracking. I work independently, maintain strong attention to detail, and help businesses keep their administrative and finance-related processes organized and efficient.

Professional Experience :

- Managed and maintained client databases, payment records, and administrative documentation with strong accuracy and organization.
- Supported invoice preparation, billing coordination, and payment follow-up to ensure timely client transactions.
- Maintained spreadsheets for client records, payment status, project tracking, and administrative reporting.
- Coordinated client communications, scheduling, and document follow-ups with professional and timely responses.
- Organized contracts, internal records, and business documents for easy access and compliance purposes.
- Assisted in preparing administrative reports, tracking pending payments, and monitoring task completion.
- Managed calendar scheduling, reminders, and operational deadlines to support smooth day-to-day workflows.
- Maintained accurate filing systems for invoices, contracts, and business correspondence.
- Supported remote administrative operations independently with strong attention to detail and minimal supervision.

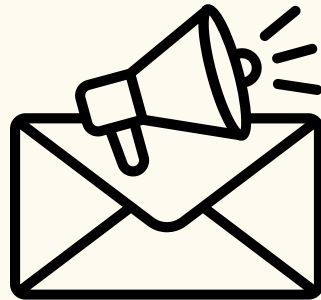
I am detail-oriented, reliable, and passionate about handling operational tasks so clients can focus on what matters most like growing their business.

SERVICES :

- Accounts & Administrative Support
- Invoice & Payment Tracking
- Contract & Document Management
- Email & Coordination
- Calendar & Task Management
- Spreadsheet Reporting & Record Tracking



Administrative Support

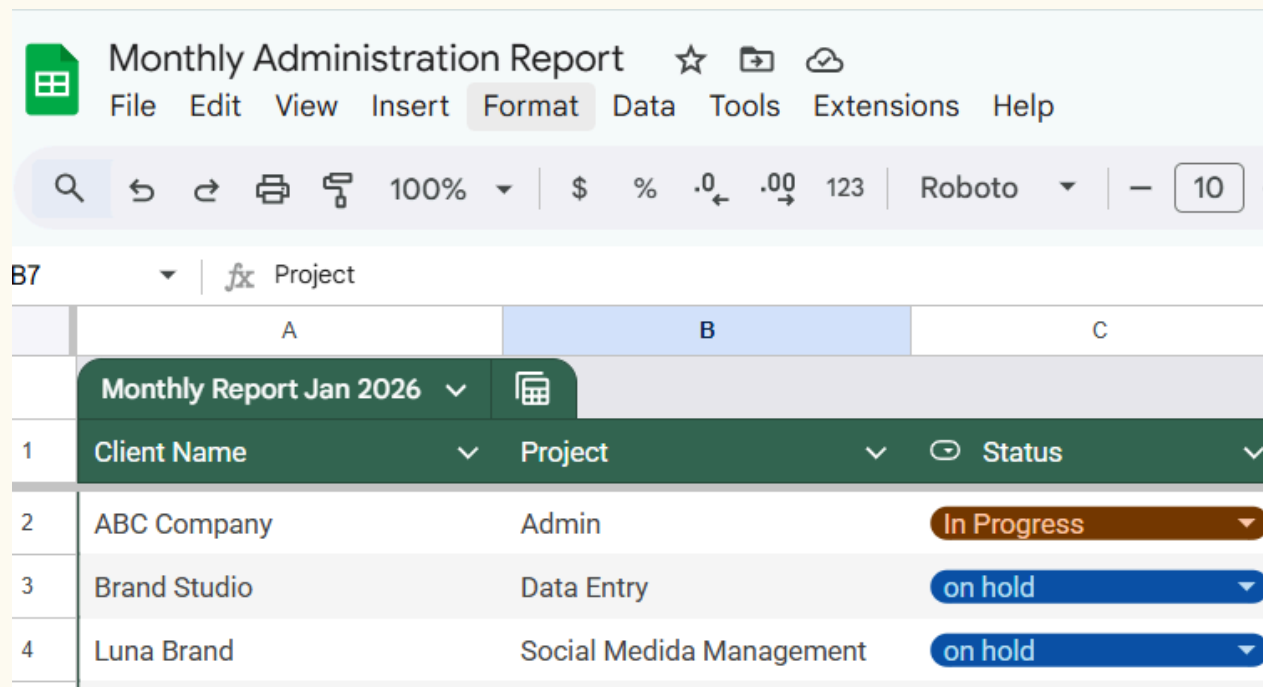


Email
management

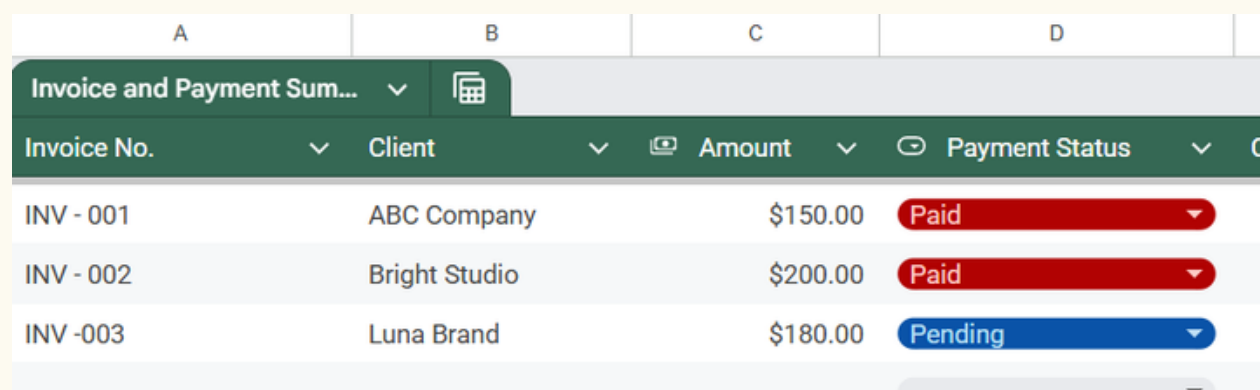


Calendar Management

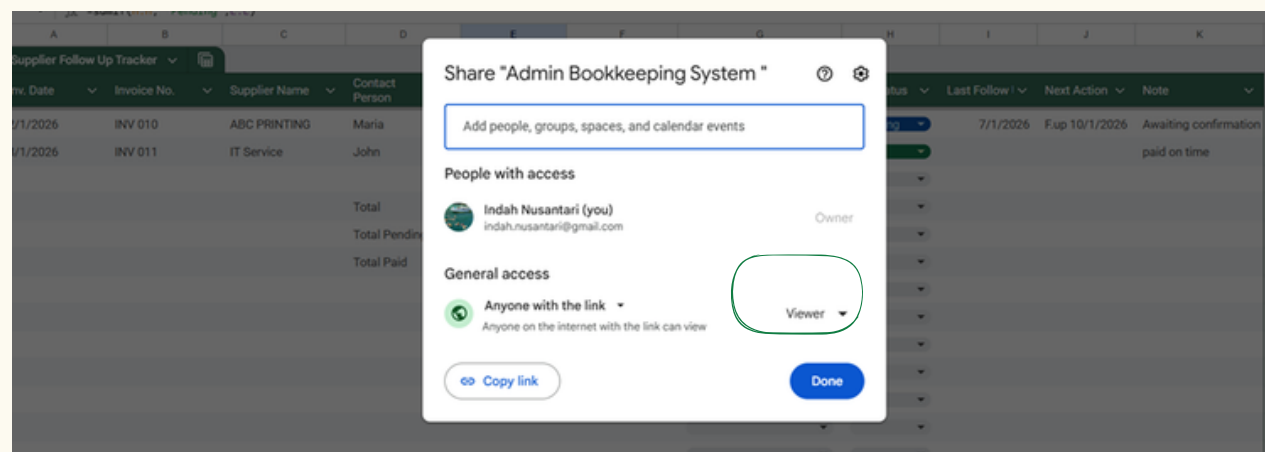
WORK SAMPLE



Client Name	Project	Status
ABC Company	Admin	In Progress
Brand Studio	Data Entry	on hold
Luna Brand	Social Media Management	on hold



Invoice No.	Client	Amount	Payment Status
INV - 001	ABC Company	\$150.00	Paid
INV - 002	Bright Studio	\$200.00	Paid
INV - 003	Luna Brand	\$180.00	Pending



Key Administrative Tasks Completed

- Managed client database updates
- Sent invoices to clients
- Followed up pending payments
- Organized project documents
- Coordinated team meetings

All administrative tasks were completed on schedule. One invoice payment is still pending and will be followed up next week

This monthly report sample is created for portfolio demonstration purposes.

WORK SAMPLE

Professional Email

This sample email shows how I communicate with clients professionally for sending invoices and following up on payments.

Subject : Invoice for Website_Landing page

Recipients

Subject : Invoice for Website_Landing page

Dear Anna,

I hope you are doing well.

Please find attached the invoice for the recent service provided: **Website_Landing page**.

Invoice Number: INV-001

Amount: \$150

Due Date: 30 March 2026

Kindly review the invoice and let me know if you have any questions.

Thank you for your time and support.

Best regards,

Indah Nusantari

Administrative Virtual Assistant

Subject : Friendly Reminder: Invoice Payment

Recipients

Subject : Friendly Reminder: Invoice Payment

Dear Anna,

I hope you are well.

This is a friendly reminder regarding **Invoice INV-001** for **website services**, which was due on **30 March 2026**.

Enclosed you will find the invoice that I have sent to you.

Thank you very much for your attention.

Best regards,

Indah Nusantari

Administrative Virtual Assistant

Email Management

Organizing the Inbox

- I will categorize your inbox by labeling.
- Deleting old and unnecessary emails.
- Unsubscribe newsletters you never read.

Filtering the email

- Organize Automatically.
- Separate Work and Personal.
- Highlight Urgent Message.

Archiving old email

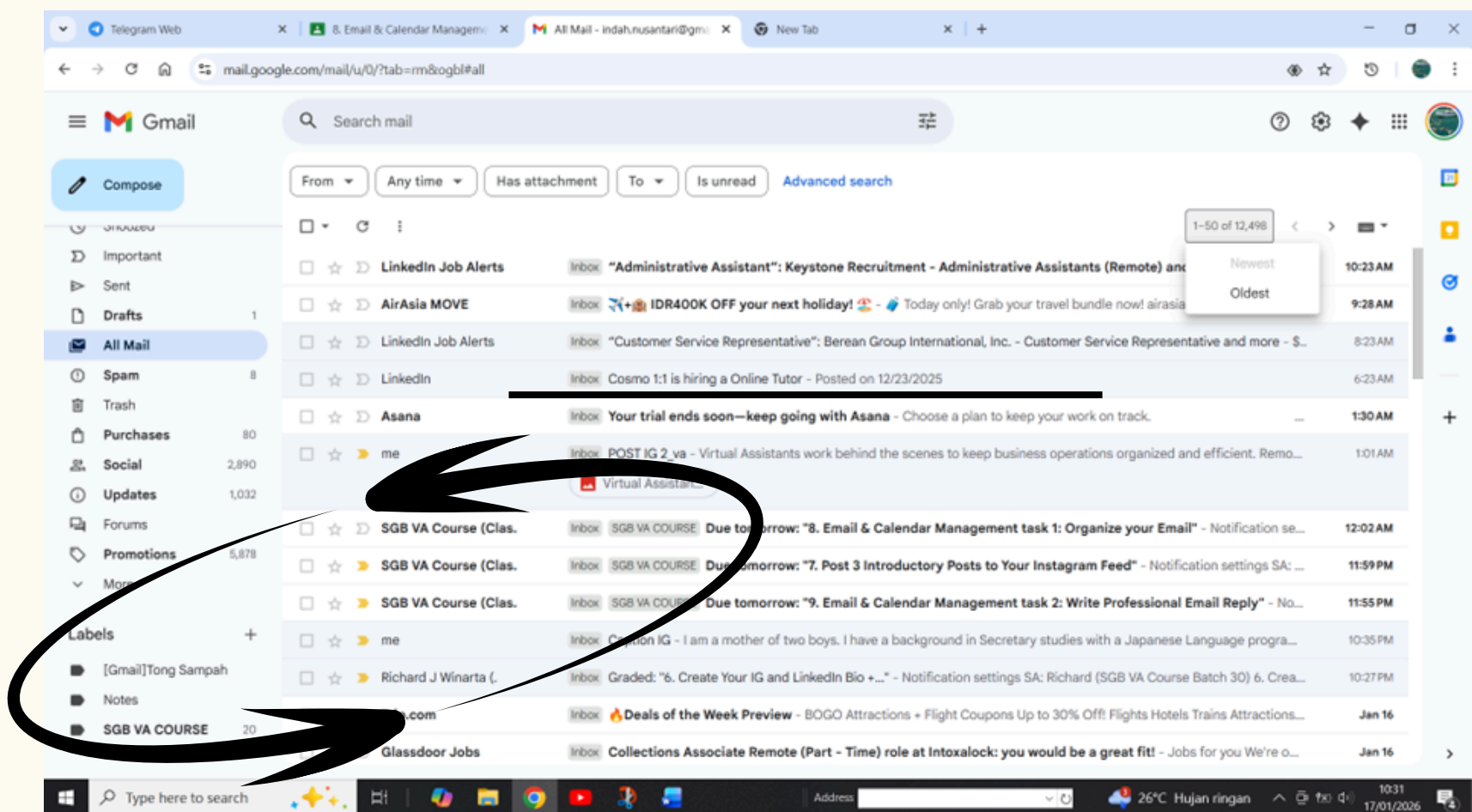
- Clean the Inbox Without Deleting
- Keep for Future Reference
- Focus on Active Tasks

WORK SAMPLE

Before

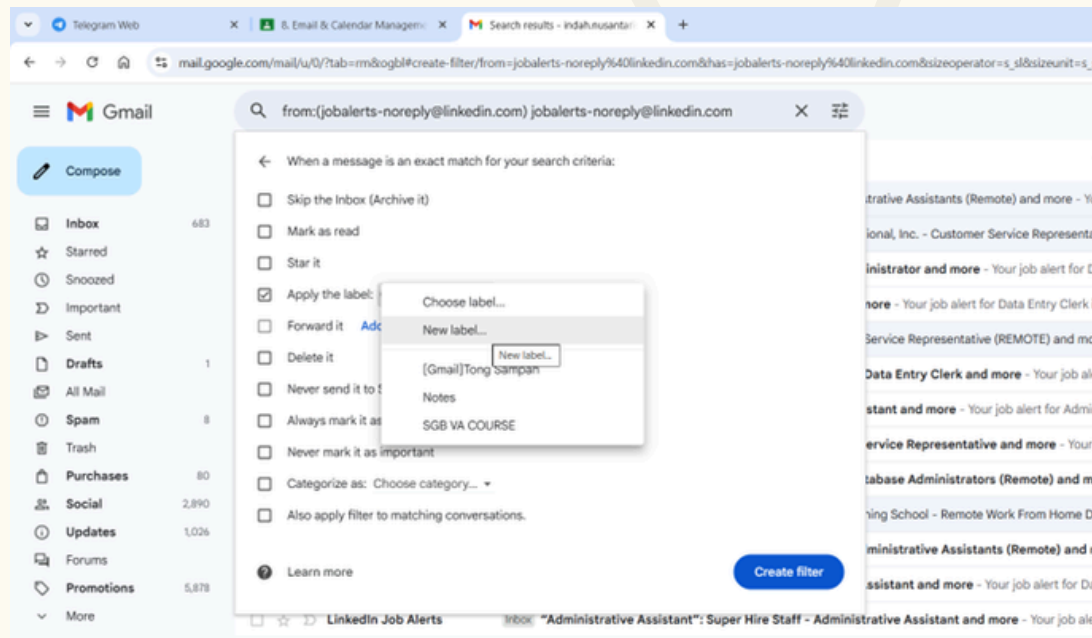
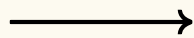
At the beginning the inbox was unmanaged and had no clear structure.

(no filters, no labeling, no color and no folder)

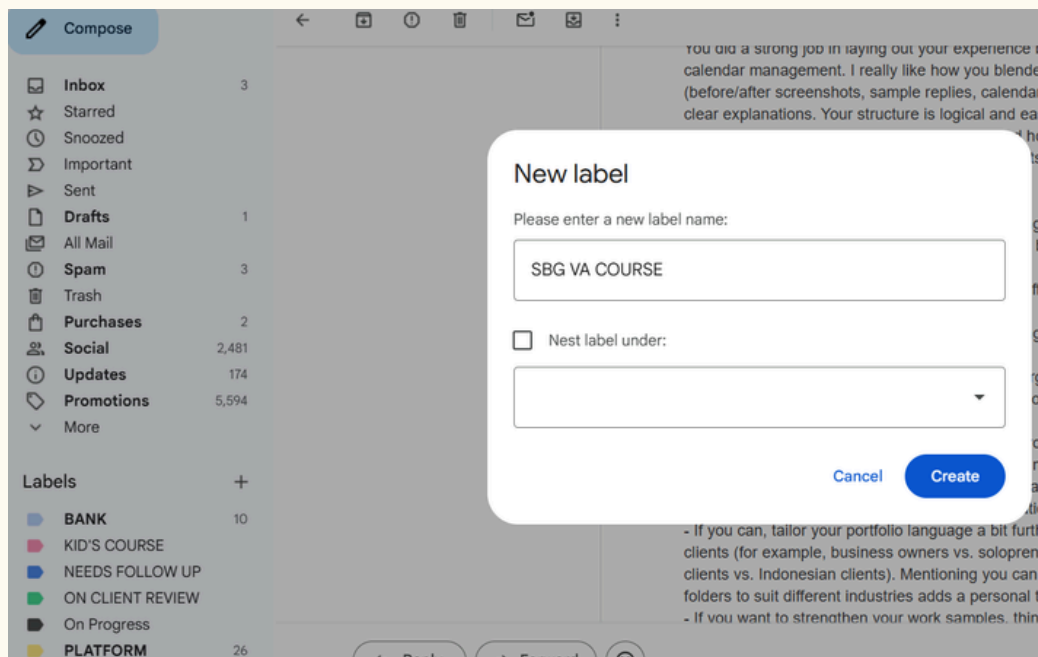
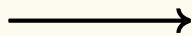


WORK SAMPLE

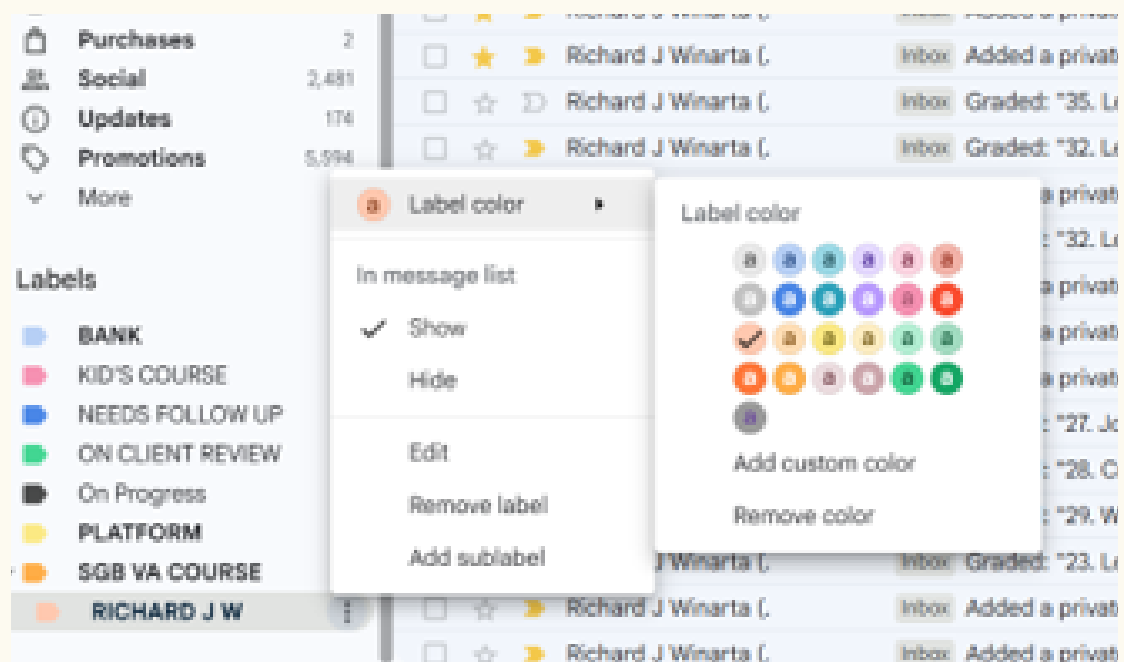
Filtering
and Create
Folder



Labeling



Coloring as
visual

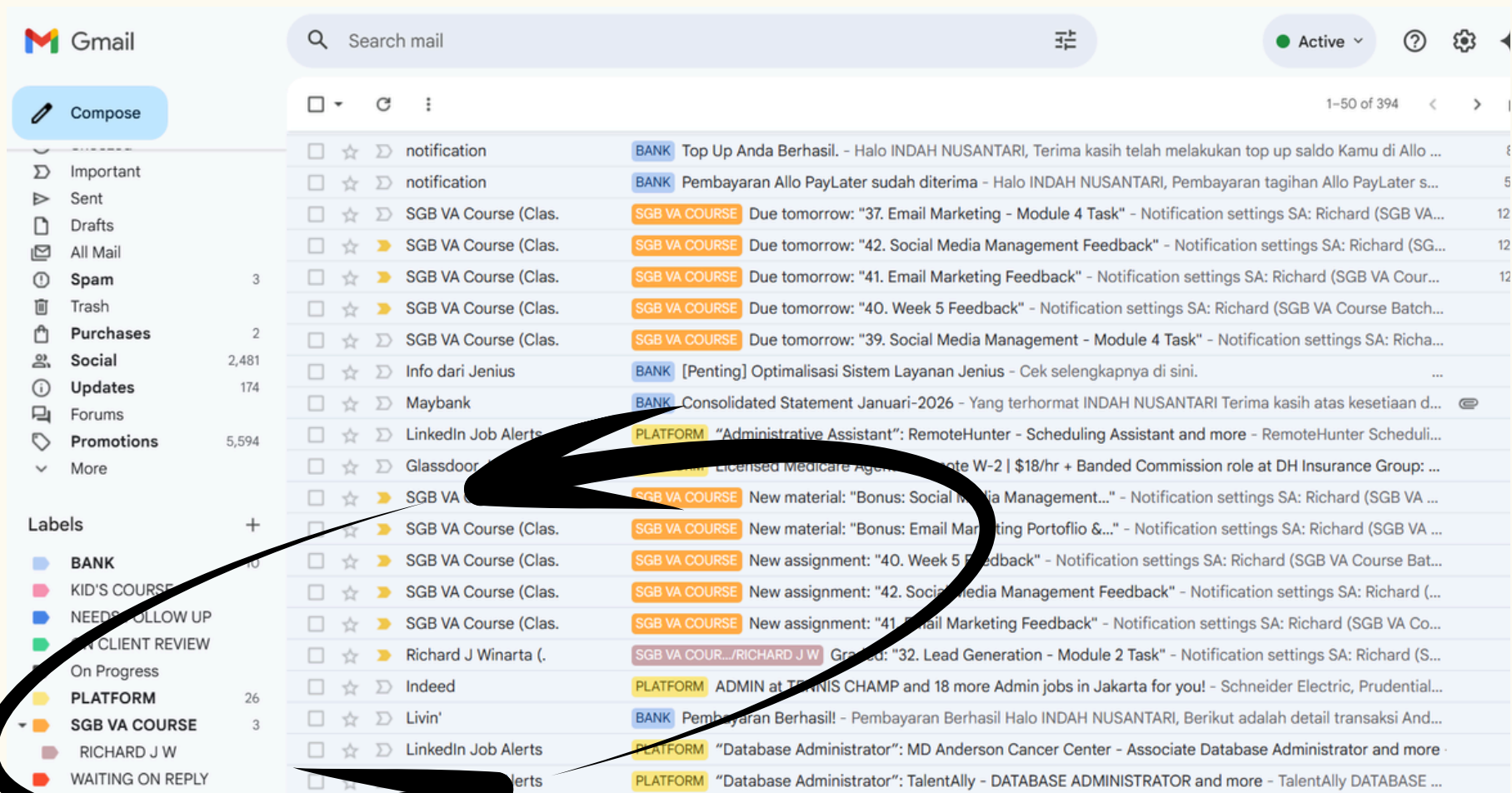


WORK SAMPLE

After

Implementing a structured inbox system.
(Filtering, Labeling, Coloring and Create Folder)

- Filtering based on priority
- Clear label for quick identification
- Coloring for visual clarity
- Folder organized by category





Calendar Management

Scheduling Meeting
setting time for meetings

Setting Reminder
Setting alerts for important tasks

Time Blocking
specific time slot for a specific task

Managing Deadline
Putting due dates on your calendar to make sure you finish your work on time

Avoiding Double Booking
avoiding 2 meetings at the same time

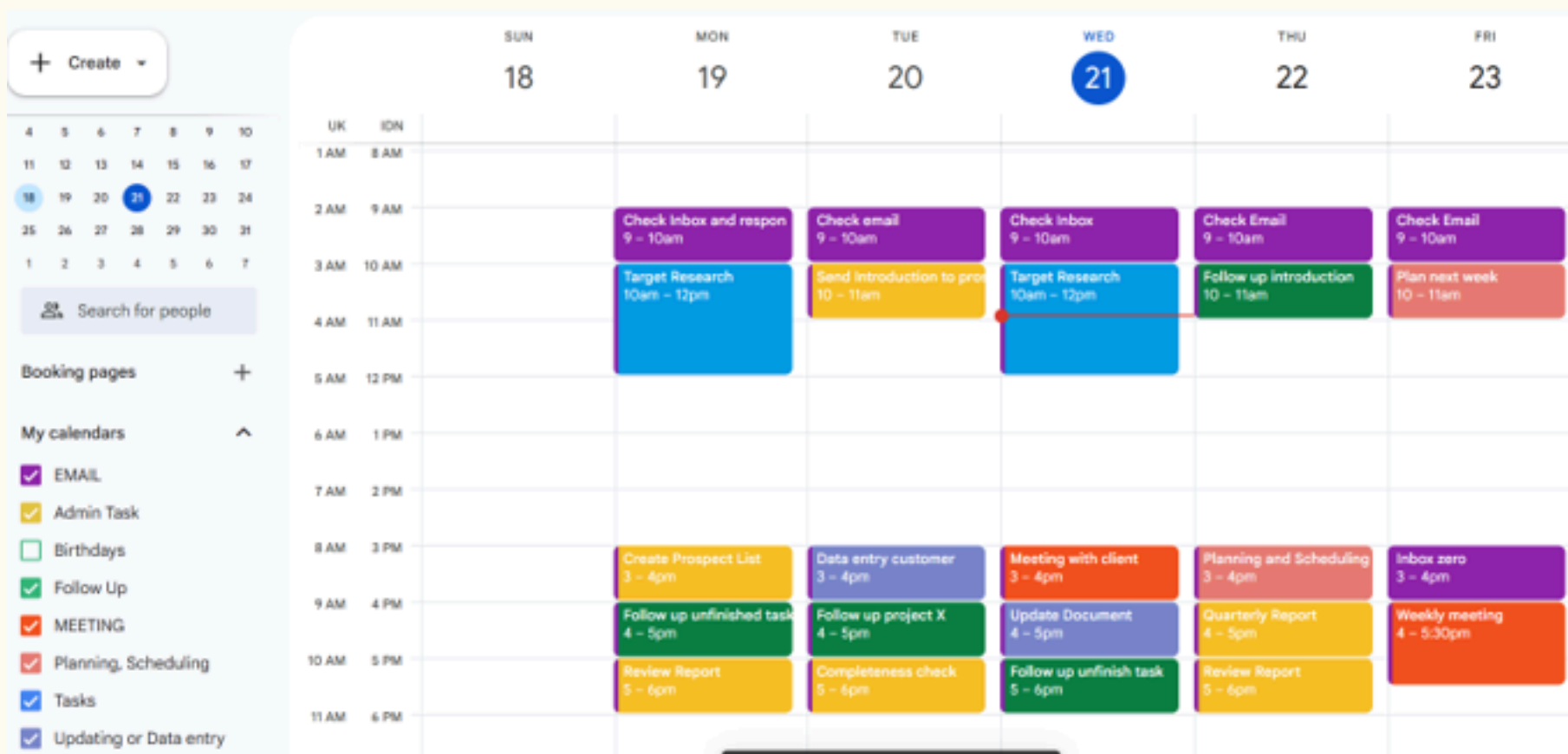
Add Buffer Time
Giving extra time between meetings to rest

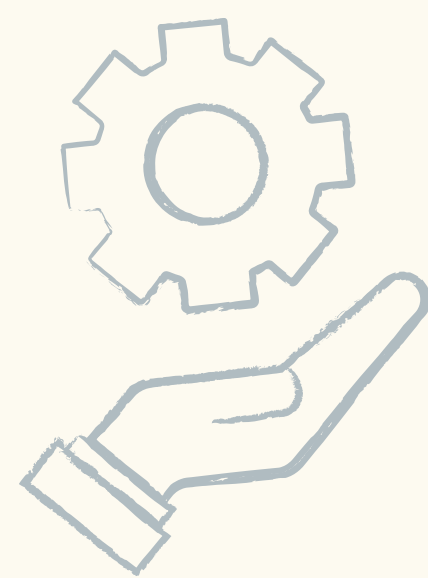


WORK SAMPLE

This example demonstrates how calendar management is handled to maintain clear and well-organized schedule.

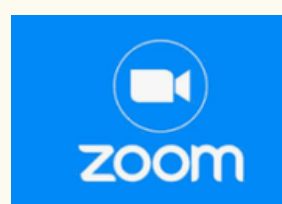
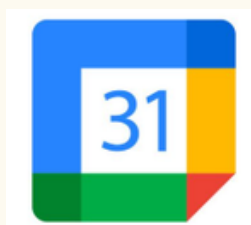
- Clear, well-structured daily and weekly calendar
- No overlapping or double-booked meetings
- Adequate preparation and break time between sessions
- Improved schedule visibility for all stakeholders





TOOLS I'M PROFICIENT IN

- Google Sheets (Invoice & Payment Tracking)
- Microsoft Excel (Record Keeping & Reporting)
- Gmail / Outlook (Professional Correspondence)
- Google Drive (Document Organization)
- Google Calendar (Scheduling & Deadlines)





LET'S COLLABORATE !



<https://www.instagram.com/indahprogressmind>



<https://wa.me/628111502622>



indah.nusantari@gmail.com

