



creative
PORTFOLIO

By Ayu

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introducing **ABOUT ME**

Organized & Detail-Oriented administrative professional with 5+ years of administrative experience in corporate environments. Skilled in data entry, scheduling, documentation, and communication - ensuring operations run smoothly and efficiently in both on-site and remote setups. Reliable, proactive, and focused on process improvement and task accuracy.



Ayu Rahma
Data Entry

personal **SKILLS**

Detail-oriented and organized professional with strengths in data entry, admin support, scheduling, and reporting – delivering accuracy, structure, and reliability in every project.



Data Entry



Administrative Support



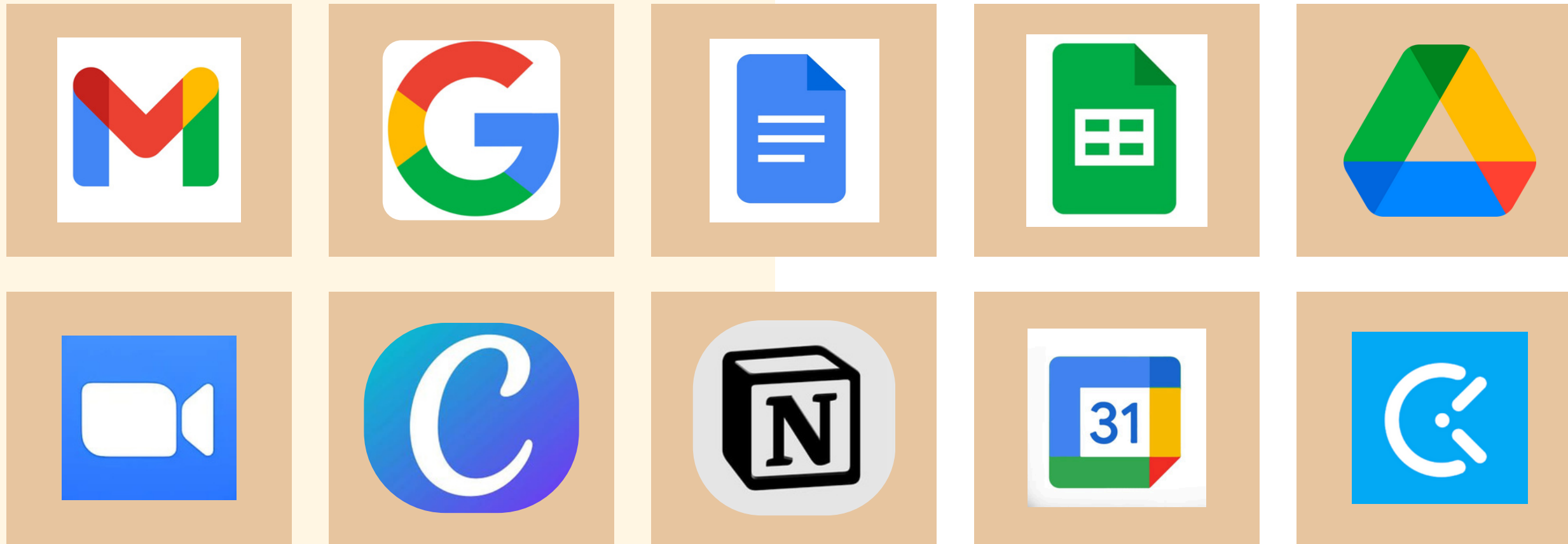
**Scheduling & Task
Coordination**



**Reporting & Data
Organization**

APPS & TOOLS

I'm Proficient with



EDUCATION

Graduated with a Diploma in Secretarial Studies from Universitas Negeri Jakarta, gaining solid skills in organization, documentation, and administrative coordination – essential for efficient remote work.

2014 - 2017

Associate Degree in Secretarial Studies

State University of Jakarta

Graduated in Secretarial Studies

work EXPERIENCE

Handled daily administrative tasks including data entry, document management, and reporting, supporting fast-paced operations with tight deadlines.



Data Entry

Entered, verified, and maintained data with accuracy and attention to detail using Google Sheets and Excel.



Administrative Support

Managed documents, correspondence, and daily office operations to support smooth workflow and organization.



Scheduling & Task Coordination

Organized calendars, coordinated team tasks, and ensured projects stayed on track and on time.



Reporting & Data Organization

Created and organized reports to keep records clear, consistent, and easy to access for management and teams.

project PORTFOLIO

A showcase of my remote projects focused on accuracy, consistency, and efficiency – supporting clients with reliable data entry and copy typing work delivered on time.

This project reflects the type of data entry tasks commonly handled in remote administrative support roles.

01

Data Entry & Data Management

Collected, organized, and inputted large sets of data into Google Sheets with 100% accuracy. Ensured consistency, verified entries, and maintained clear reporting for easy access by remote teams.

02

Copy Typing – Documents

Transcribed scanned documents into editable digital formats with precision and proper formatting. Maintained confidentiality and error-free results under tight deadlines.

03

Copy Typing – Documents

Recreated documents from image files into clean Word documents. Focused on layout accuracy, readability, and consistency to meet client formatting standards.

PROJECT 01

Data Entry & Data Management

Goal

This project aims to maintain accuracy and consistency when transferring passport data into the Excel "Data Entry Workbook." All information must be entered carefully, without errors, and empty fields should be filled with 'N/A' to ensure standardized and complete records.

Tools I Use



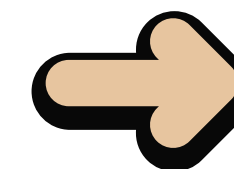
Result :

20+

Data entries completed

100%

Accuracy maintained



1.5 hrs

Completion time

Full Name	First Name	Middle Name 1	Middle Name 2
MOEHAMMAD QOMARRUZZAMAN AWWALUDIN SJAH	MOEHAMMAD	QOMARRUZZAMAN	AWWALUDIN
RADEN AYU SJUKRIYATUN KARTIKAPUTRI DJAJADININGRAT	RADEN	AYU	SJUKRIYATUN
SOEWONDO ADHI KOESOEMO JOEDODHARDJO	SOEWONDO	ADHI	KOESOEMO
MOECHAMMAD IKHSANOEL HAKIEM SOERYOHADIKOESOEMO	MOECHAMMAD	IKHSANOEL	HAKIEM
RUI ZHI KAI LI PUTRA HALIM DJOJHADIKUSUMO	RUI	ZHI	KAI
LIU XIU YING FANG SARI WULANDARI	LIU	XIU	YING
ZHANG MING YU HUA INDAH KOESWOYO	ZHANG	MING	YU
CHLOIEY MAEGHAYNNE FEATHERSTONEHAUGH	CHLOIEY	MAEGHAYNNE	N/A
ELIZABYTH KAETHLYNNE LLEWYLLEYNNEIGH	ELIZABYTH	KAETHLYNNE	N/A

PROJECT 02

Copy Typing – Documents

Goal

This project aims to produce clean, well-formatted, and error-free retyped documents that mirror the original layout. Each file is created separately, formatted according to the given style guide, and converted to high-quality PDF format.

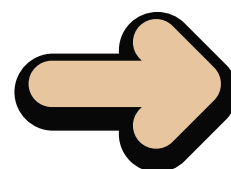
Tools I Use



Result :

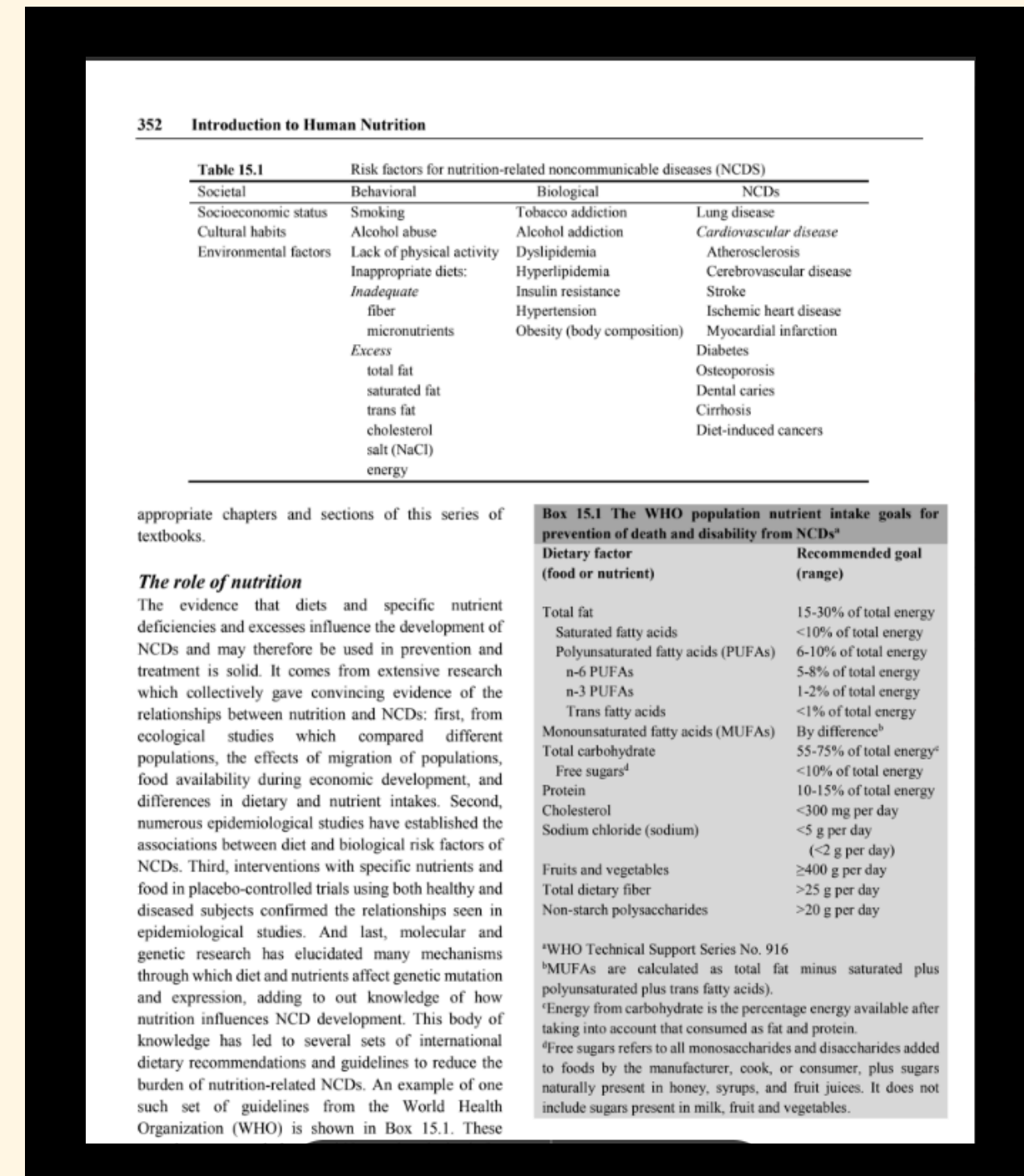
100%

Layout and style consistency maintained



1 hr 12 min

Completed ahead of schedule



PROJECT 03

Copy Typing – Documents

Goal

This project aims to produce clean, well-formatted, and error-free retyped documents that mirror the original layout. Each file is created separately, formatted according to the given style guide, and converted to high-quality PDF format.

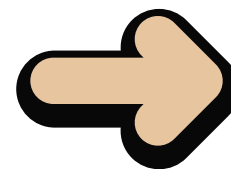
Tools I Use



Result :

100%

Layout and style consistency maintained



1 hr

Completed ahead of schedule

tion over a day. This is the maximum intake level, which is judged to result in no adverse toxicological effect following such exposure. The ARfD value includes a safety factor to ensure that older people, infants and children, and those under stress due to illness are protected.

Veterinary drug residues

Veterinary drugs include antibacterial compounds, hormones, and nonsteroidal anti-inflammatory preparations. As animal husbandry practices have intensified over the past few decades, antibacterial substances have been increasingly used as growth promoters to increase feed conversion efficiency, and for prophylaxis and therapy to prevent outbreaks and treat disease. Similarly, hormones are administered to increase growth rate and meat yield. Table 14.6 shows the main types of antibacterial and hormonal compounds.

Veterinary drugs are metabolized in the animal and are excreted in the urine and feces over time as the detoxification process continues. Hence, residue traces of drugs or their metabolites can be found in major organs, muscles, and body fluids. In general, antibacterial drugs are found in greatest concentration in the kidney, lesser concentrations in the liver and lowest concentrations in the muscle tissue, whereas hormones tend to concentrate in the liver.

The excessive use of antibacterial compounds in animal husbandry has raised concerns about the development of resistant bacteria and the effect that this may have on the usefulness of antibiotics in human medicine. There have also been concerns about the risk of allergic reactions in humans to antibacterial residues in food of animal origin. The use of hormones has raised issues surrounding the effect of

Hormone residues in foods of animal origin on human metabolism.

Environmental and industrial contaminants

These contaminants are of environmental origin or are by-products of industrial processes.

Polyhalogenated hydrocarbons (PHHs) are a category of environmental contaminants that includes toxaphene, dioxins, and polychlorinated biphenyls (PCBs). Certain polyhalogenated hydrocarbons are manufactured for use in plastics, paints, transformers, and herbicides; although their use is now either banned or severely restricted. In most industrialized nations the compounds have become ubiquitous in the environment. Hence, contamination of the food chain is inevitable and it has been estimated that in Western industrialized countries 90% of human exposure is through ingestion of contaminated foods such as fish and milk.

Foods that are rich sources of fats and oils tend to accumulate PHHs because the compounds are lipophilic and bioaccumulate in lipid-rich tissues and fluids. Oily fish from areas such as the Baltic Sea, where levels of PHHs in the water are high, may contain elevated levels of these contaminants. Similarly, cows that graze on polluted pasture can accumulate unacceptable concentrations of PHHs in their milk. A recent incident in Belgium introduced PCBs and dioxins into the food chain via contaminated animal feed resulting from the accidental incorporation of industrial oil into the feed ration. The biological half-life of PHHs can range from a matter of months to 20 years in human adipose tissue. Hence, they are persistent and accumulate in the body. Exposure to PHHs can result in a variety of toxic effects that can be carcinogenic, including dermal toxicity, immunotoxicity, reproductive effects, and endocrine disruption.

Metals, metalloids, and their compounds have long been associated with food poisoning, with lead and mercury probably the best documented hazards. Metals are released into the environment as a result of natural

Table 14.6 Main types of veterinary drugs

Antibacterial compounds	Hormones
Aminoglycosides	R. Anabolic

Other Ways I Can Help

I can support you with various administrative and data-related tasks to help your daily operations run more smoothly. These Include :



**Data Entry &
Reporting Support**



**Email & Calendar
assistance to reduce
daily workload**



**General admin tasks to
help operations run
smoothly**

LET'S CONNECT



Email



LinkedIn



Whatsapp



Freelancer