



# GISKA OKTAVIANI

## OFFICE MANAGER

081703290502

elkha@boxcommerce.com

Kp. Cisauk No.2 RT 01/04 , Tangerang,  
15338, Indonesia

## SKILLS

- Computer Proficiency
- Problem-Solving Abilities
- Communication Skills
- Organizational Know-How
- Leadership

## LANGUAGES

Indonesian

English

## REFERENCE

CRAIG MCLEOD

BoxCommerce

+27829494180

Craig@boxcommerce.com

## PERSONAL DETAILS

Nationality

Indonesia

## ABOUT ME

Organized Office Manager with a strong ability to manage office functions and direct administrative personnel to meet needs of executives. Performance-oriented and driven with in-depth understanding of budgets, payroll and office organization needs. Skillfully coordinate resources and administrative support to keep operations smooth and boost team productivity.

## WORK EXPERIENCE

### OFFICE MANAGER

BOXCOMMERCE LTD | JAKARTA

APR 2022 - PRESENT

Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.

### PERSONAL ASSISTANT

FLIEGER & PARTNER | LEIPZIG

JAN 2021 - MAR 2022

Organized and maintained appointments, incoming emails, faxes and posts, often corresponding on behalf of management. Screened phone calls, inquiries and requests, and handled them when appropriate.

### SALES EXECUTIVE

INVEST ISLANDS | BALI

JUN 2020 - DEC 2020

Sells property by establishing contact and developing relationships with prospects; recommending solutions. Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.

## EDUCATION

### HIGH SCHOOL DIPLOMA

PKBM PELANGI | TANGERANG

2013

## HOBBIES

Yoga, Reading, Arts, Martial Arts