

VATHIA ANUGERAH TRI YUNIAR

PUBLIC RELATIONS, ADMINISTRASI STAFF,
PURCHASING STAFF, CUSTOMER SERVICE



CONTACT PERSON

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DKI Jakarta

SKILLS

Hard Skill

- Ms. Office
- Canva
- Video Editing
- Presentation

Soft Skill

- Public Relations
- Problem Solving
- Time Management
- Good Communication
- Critical Thinking
- Able to work in Team and Individually
- Creative

LANGUAGES

- English (Basic)
- Indonesia (Native)



PROFILE

My name is Vathia Anugerah Tri Yuniar. I am currently completing my undergraduate degree at Persada Indonesia University (Y.A.I.), majoring in Communications with a concentration in Public Relations. I am accustomed to using Microsoft Office in my work. I always prioritize work ethic, discipline, and responsibility in completing every task.



WORK EXPERIENCE

PT. TECH ASIA SOLUSI

2025 - PRESENT

Admin Sales & Purchasing Staff

- Support the sales administration process from order receipt to delivery.
- Prepare and verify quotations, sales orders, purchase orders, and invoices.
- Negotiate with vendors regarding price, delivery times, payment terms, and inventory availability.
- Prepare sales, purchasing, and inventory reports for company evaluation.

PT. AUTOTX

2024 - 2025

IT SUPPORT

- Responsible for data recording using spreadsheets.
- Recapitulate attendance and overtime.
- Resolve complaints and provide solutions to clients.
- Test applications, as well as conducting web and desktop application testing to identify bugs.

PT. SALMA TOUR JAKARTA

Juli 2024

CUSTOMER SERVICE (INTERN)

- Responsible for data recording using Word and Excel.
- Responsible for handling inquiries and complaints and providing solutions to clients.
- Creating itineraries and invoices for clients.
- Preparing passports and tickets for clients' Umrah/Hajj departures.

PT. CYBERINDO SINERGI SISTEM

2022 - 2024

IT SUPPORT & ADMINISTRATION IT SUPPORT

- Responsible for analyzing, entering, and recording data using Excel and spreadsheets.
- Managing team visit schedules.
- Handling incoming and outgoing emails.
- Managing team attendance and meal allowances.
- Resolving complaints and providing solutions to clients through the application.
- Test the Building Management application and conduct application testing across web, desktop, and mobile devices to identify bugs.



EDUCATION

UNIVERSITAS PERSADA INDONESIA Y.A.I

2021-2025

Communications | Public Relations

GPA: 3.77 / 4.0