

RESTI CATUR WEDAR SARI

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PROFILE

A highly adaptable and globally experienced professional with a background in personal assistance and operational management, offering exceptional organizational skills and the ability to thrive in fast-paced international environments, contributing to the success of multinational organizations through my expertise in working with diverse stakeholders and navigating complex global dynamics.

WORK EXPERIENCES

FAR Matchbank Indonesia

Manager Operational Office

Jun 2022 - present

- Create and implement policies to foster collaboration among departments that oversee the Finance, Administrative, and Staffing functions.
- Monitor the performance and progress of each department to ensure the business will run smoothly.
- Manage the monthly and annual budgeting for the operational office.
- Create and implement all administration processes, such as legal drafting, pitching, and various other administrative duties.
- Ensure the proper maintenance of office assets such as properties, electronics, gadgets, computers, laptops, and house utilities.
- Facilitate activities aimed at upgrading skills and fostering brainstorming sessions among employees from different departments.

FAR Capital

Business Development Manager

Jun 2020 - present

- Successfully identify and research potential clients, establishing a solid foundation for business growth.
- Develop and nurture strong client relationships, ensuring customer satisfaction and fostering long-term partnerships.
- Effectively navigated contract terms with clients and maintained transparent communication with stakeholders.
- Deliver impactful presentations to both prospective clients and internal executives, effectively showcasing the value proposition of our offerings.
- Create and implement robust processes and policies that have greatly supported the overall success and sustainability of the business.

John Angel Investing Indonesia

Personal Assistant to Chief Executive Officer

Sep 2019 - Jun 2020

- Providing valuable assistance in overseeing and supervising the operations of invested companies.
- Actively participated in decision-making processes across multiple countries, including Malaysia, Singapore, India, and Thailand.
- Organized meeting schedules, managed emails, handled administrative tasks, and facilitated client calls.
- Provided valuable advice on necessary adjustments for the company's expansion into Indonesia.
- Meticulously organized the CEO's schedule, ensuring that it is well-coordinated and avoided any conflicts between individual commitments and embassy-related work.

OrbitPrime Pte. Ltd

Personal Assistant to Chief Executive Officer

Dec 2019 - Mar 2020

- Collaborated in all decision-making processes, providing valuable insights and support to ensure the company's success.
- Managed the CEO's schedule and provide strategic advice, enabling them to prioritize tasks effectively and make informed decisions.

University of Brawijaya

Data Entry Intern

Feb 2019 - Apr 2019

- Carried out comprehensive field surveys in the Malang area, gathering essential data on legislative candidates for election website development.

Carl Jensen Association Bangkok*Liaison Officer**Dec 2018*

- Efficiently managed guest records & accommodate attendees from multiple countries, including Thailand, Singapore, and Malaysia.

TAN Law Firm*Legal Intern**Nov 2018 - Dec 2018*

- Checked client data prior to trials to mitigate any typos or errors.
- Proactively sent email reminders to clients, kept them informed about their court schedules, and helped them stay organized throughout the legal process.

EDUCATION

Osmania University*Sep 2019 - May 2020*

Bachelor's Degree in Law - GPA: 3.89 / 4.00

- Transferred from University of Brawijaya to complete the Bachelor's degree.

ORGANIZATIONAL EXPERIENCES

Association of International Law Committee Malang, Indonesia

*Secretary**Dec 2015*

- Arranged permission letters for students registered with the organization to ensure their participation in competitions.
- Managed schedules for both the organization and competitions within the law faculty.
- Created various letters, managed administrative processes, and prepared proposals for the organization.

ACHIEVEMENTS

- 12th Best of Philip C. JESSUP Competition (2016)
- Best 15th Research Competition of Selamatkan Bumi untuk Masa Depan (2009)

SKILLS

Financial Management, Marketing, Sales, Customer Service, Communication, Negotiation, Delegation, Project Management, Networking, Public Relation.