



Anggie Dafiana, SS

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About Me

I am a professional with a solid foundation in administration and secretarial duties, further enriched by my role as a personal assistant. My skill set is comprehensive, encompassing translation and proofreading capabilities that guarantee meticulous attention to detail and the utmost clarity in communication. I excel at task management and provide exceptional support to business operations, always with a sharp eye for detail. My proficiency in the English language is a cornerstone of my expertise, making me an indispensable resource for teams that prioritize efficiency and precision in their administrative and linguistic endeavors.

Education

09/1998 – 03/2003 Darma Persada University Pondok Kelapa, Jakarta
Japanese Literature
Awarded the Pertamina Scholarship (1999-2003) for academic excellence in Japanese Literature studies.

Experiences

12/2022 – 04/2024 DW8 Dental Care Jakarta
Patient Secretary/Frontliner

- Coordinated and scheduled patient appointments efficiently.
- Managed and organized medical filing systems with precision.
- Prepared diagnostic work-ups with attention to detail.
- Composed professional referral letters for patient care continuity.

07/2019 – 06/2020 Teruna Muda Elementary School Cibubur
Teacher – Primary One Homeroom Teacher

- Orchestrated dynamic classroom activities for Primary One.
- Delivered comprehensive instruction in Bahasa Indonesia and Art to Primary One students.
- Taught Social Studies and Health Education to Primary Two and Three.
- Instructed Primary Four, Five, and Six in Computer Lessons.

06/2012 – 07/2019 Hilly Dental Salon Jakarta Selatan
Junior Secretary cum. Clinic Administration

- Managed comprehensive administrative duties.
- Fulfilled the personal needs of the clinic owner.
- Executed patient photography protocols, capturing high-quality facial and intraoral images.
- Provided precise translation services for a variety of essential documents.
- Operated as a proficient member of the X-ray team, adhering to safety and quality standards.

12/2011 – 01/2012 Kuwait Airways Jakarta
Substituted Secretary

- Optimized administrative workflows with expertise.
- Ensured efficient management of correspondence for the Country Manager.
- Managed telephone communications effectively.

09/ 2006 – 06/2010 PT. Santima Int'l Trade Ciputat, Jakarta
Jr. Secretary / General Administration.

- Streamlined office operations through meticulous management of administrative tasks, including filing, data management, purchase order creation, contract drafting, invoicing, and order/payment

tracking.

- Maintained precise financial records by overseeing and reconciling petty cash transactions.
- Enhanced global communication by efficiently handling e-correspondence with international suppliers and clients.

05/2005 – 05/2006

QB World Books

Plaza Semanggi, Jakarta

Cashier

- Efficiently managed point-of-sale transactions and upheld the integrity of store financials.
- Skillfully handled book reservations and processed customer orders with precision.
- Compiled and prepared detailed financial reports, showcasing strong numerical proficiency.
- Maintained and updated membership records, ensuring excellent customer service and retention.

Translation Experiences

06/2009 – Present

Translation Agencies

Freelance Translator and/or Proofreader

- Expertly translate a diverse range of documents across English – Indonesian (vice versa) and Japanese – Indonesian.

Extracurricular

03/2002

LM PATRA

Ciputat, Jakarta

Computer Course

Ms. Office (Ms. Word, Ms. Excell, PowerPoint)

02/2002

The Japan Foundation

Jakarta

Japanese Language Proficiency Test

3rd Level

08/1998

LB LIA

Ciputat, Jakarta

General English Course

Intermediate Level

Organization

2000 – Present

Jakarta Taiko Club

Jakarta

Active Member (Taiko Player)

03/2013 – Present

Himpunan Penerjemah Indonesia

Jakarta

FULL Membership

Membership No. HPI-01-13-0825

April 2024