



Eka Intar Basworo

Associate Corporate

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Summary

Dynamic professional with a diverse background in corporate consulting, event coordination, corporate affairs, and business strategy. Specialized in business strategy, and skilled in delivering impactful communication. Proficient in orchestrating flawless events, collaborating cross-functionally, and nurturing robust connections. Proven history of surpassing expectations, driving outcomes, and enhancing organizational achievements. Expertise in crafting remarkable guest experiences, anticipating needs, and ensuring utmost satisfaction. Prepared to harness my skills, adaptability, and fervor for excellence in a new role.

Highlights Skills

- Corporate Affair
- Business Strategy
- Project Management
- Event Management
- Public Relations

Personal Skills

- Time Management
- Adaptability
- Teamwork
- Problem-Solving Ability
- Communication Skill

Languages

- Bahasa (Indonesian)
Native or Bilingual
- English
Native or Bilingual

Working Experience

Crowe United Arab Emirates (October 2022 - October 2023)

Associate Corporate

- **Legal Compliance:** Provided expert advice on UAE corporate law, ensuring regulatory adherence.
- **Company Setup & Changes:** Managed end-to-end company establishment and corporate changes, ensuring regulatory compliance.
- **Business Development:** Contributed actively, leveraging networking skills and market insights to drive organizational growth.
- **Visa Management:** Ensured efficient visa processing and compliance with immigration regulations for employees and clients.
- **Stakeholder Communication:** Established effective channels with authorities, clients, and stakeholders for smooth collaboration.
- **Strategy & PR:** Key role in corporate strategy, public relations, and affairs. Successfully established the company following UAE laws, implementing a satisfaction strategy.

World EXPO 2020 in Dubai, United Arab Emirates (Sept 2021 - April 2022)

Indonesia Pavilion Staff

- Under the Ministry of Trade Republic of Indonesia.
- Liaison & PR: Facilitated communication between Indonesia Pavilion and stakeholders, managing public relations and maximizing brand visibility.
- Diplomatic Coordination: Coordinated communication between government officials, diplomats, business leaders, and community members.
- Brand Ambassador: Represented the Pavilion, promoting Indonesia's culture, innovation, and trade opportunities.
- Received recognition for professionalism, interpersonal skills, and navigating complex diplomatic protocols.

Event Coordinator

- Event Planning: Developed comprehensive event plans, budgets, and resource allocation for seamless execution.
- Client Relations: Maintained regular communication, understood client requirements, and delivered tailored event solutions.
- Problem-Solving: Proactively resolved challenges during preparation and execution, ensuring seamless event flow

Achievement: Spearheaded a collaborative initiative between the UAE and Indonesia for the prestigious UAE National Day celebration at Expo 2020 Dubai, contributing to the successful handling and preparation of the event before, during, and after its execution.

Ogan Pempek Cafeteria in Bandung, Indonesia (August 2019 - February 2020)

Human Resources Administrator (Part-time)

- Recruitment Support & Process Enhancement: Conducted initial candidate screenings, optimizing interview processes for increased efficiency.
- Employee Relations & Positive Environment: Addressed concerns promptly, fostering team cohesion and open communication for a positive workplace.
- Strategic Scheduling & Attendance Oversight: Coordinated staff schedules strategically, ensuring optimal coverage during peak hours and accurate time and attendance management.
- Performance Assistance & Training Identification: Aided in performance appraisals, identifying training needs to support continuous improvement.

Education

Parahyangan Catholic University. Bandung, Indonesia | 2016 - 2021

- Bachelor's Degree in International Relations with a specialization in Transnational, Cultural, and Media Studies.
- Actively participated in the Model United Nations (MUN) as a diplomatic practitioner.
- Engaged in discussions addressing global challenges including sustainability, world hunger, and poverty.