



MIMI JAMILAH

EXECUTIVE SECRETARY

PROFILE

Talented secretary and administration skilled with schedules, business correspondence and reporting. Offers advanced abilities with administrative and financial software paired with strengths in time management and multitasking. Works well with tight deadlines and precise requirements.

CONTACT

Bekasi, West Java, Indonesia

+62 882-1450-2495

akylie757@gmail.com

SKILLS

- Microsoft Project
- Travel Arrange Management
- Stakeholder Management

EDUCATION

UNISMA '45' BEKASI, INDONESIA

2012

Bachelor of Arts: English Literature

WORK EXPERIENCE

PT Bank BTN - Executive Secretary

Sept 2020– July 2024

- Managed complex diaries and organized appointments to optimizer executive schedules efficiently.
- Organized and minutes meetings, ensuring accurate record-keeping and follow-up on action points.
- Coordinated international travel arrangements, including flights, accommodation, and itineraries, for senior executives.
- Supervised junior administrative staff, providing training and guidance to improve performance and efficiency.

PT Bank BTN- Senior Secretary

Oct 2017–August 2020

- Facilitated communication between senior management and staff, promoting an open and efficient workplace environment.
- Handled confidential documents and information with discretion, upholding the privacy and security of the organization.
- Handled incoming calls and emails with warmth and professionalism, redirecting enquiries to relevant staff.
- Diaries and supported delivery of meetings, preparing agendas, relevant paperwork and booking required equipment.

CERTIFICATIONS

- Strategy of Digital Marketing, by Microsoft, Certified
- Digital Entrepreneurship: Next Level of Business in Digital Area, by Kecerdasan Digital, Certified